

Fort Carson

Mobilization Information Packet



1999-2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Carson Mobilization Information Packet/1999-2001

1. The Fort Carson Mobilization Information Packet is published to provide information guidance and requirements to Reserve Component (RC) unit commanders that will better prepare them to plan for and implement mobilization at Fort Carson. This document complies with guidance contained in FORSCOM Regulation 500-3-1.
2. Premobilization planning is the key to a successful and expeditious transition from reserve component to active status. Preprocessing of personnel and financial records protects the service member and his/her family following deployment. It is also important to note the vital role your advance party plays in processing your unit into Fort Carson.
3. This document supersedes all previous editions of the Fort Carson Mobilization Information Packet.
4. The proponent for this document is the G3 Mobilization and Deployment Planning Branch. Users are invited to send comments and suggested improvements, through command channels, to ACofS/G-3, ATTN: Mobilization Branch, 1430 Wetzel Avenue, Suite 2, Fort Carson, Colorado 80913-4141.
5. This document can be obtained through use of the Internet under the Mobilization and Deployment Planning Branch at carson-www.army.mil/fcc/mob/mobhome.htm.

FOR THE COMMANDER:

Encl

WILLIAM H. PARRY, III
LTC, AR
ACofS, G3

DISTRIBUTION:

RC Units mobilizing at Fort Carson 1

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AFZC-DT-OP-M

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Ft. Sill, ATTN: ATZR-TPP, Ft. Sill, OK 73503-5100	1
CA AVCRAD, 5168 E. Dakota Ave, Fresno, CA 93727-7404.....	1
63 rd RSC, 11200 Lexington, AFRC Bldg. 24, Los Alamdas, CA 97020-5000.....	1
90 th RSC, ATTN: AFRC-CAR-OPP, 8000 Camp Robinson, North Little Rock, AR 72118-2205	1
91 st DIV (Exercise), Building 602, Ft Baker, Sausalito, CA 94965-5099	1
96th RSC, Bldg. 103, Fort Douglas, UT 84113-5007	2
311 th COSCOM, 1250 Federal Ave, Los Angeles, CA 90025-3999.....	1
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Nevada, 2601 South Carson St., Carson City, NV 89701.....	4
South Dakota, 2823 W. Main, Rapid City, SD 57702-8186	4
Utah, 12953 S. Minuteman Dr, Draper, UT 84020-1776.....	4
Wyoming, 5500 Bishop Blvd, Cheyenne, WY 82003-1709	4

FORT CARSON

4 th Fin Bn.....	1
AAFES.....	1
ASC	1
Chaplain	1
CPAC.....	1
DCA.....	2
DECAM.....	1
DENTAC	1
DPW	3
DOC.....	1
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AFZC-DT-P-M

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CHAPTER 1

GENERAL

POC: Chief, Mobilization & Deployment Planning Branch, G-3

TEL: (DSN) 691-2850
(CML) (719) 526-2850
(FAX) x 2868

1-1 PURPOSE. This Mobilization Information Packet is updated triennially as required by FORMDEPS. It is designed to assist the Reserve Component commander during Phases IV and V of mobilization (Mobilization Station and Port Of Embarkation).

1-2 OVERVIEW. In the event of a Presidential Selected Reserve Call-Up, Partial or Full mobilization, Fort Carson is responsible for receiving, housing, supporting, training, validating, and deploying those units having Fort Carson as their Mobilization Station (MS).

1-3 MOBILIZATION CONCEPT. Prior to and during mobilization at Home Station (HS), RC units should update all unit mobilization files and personnel records IAW FORSCOM Regulation 500-3-3. RC units should send advance parties to their Mobilization Station (MS) as soon as possible, but not later than 48 hours prior to movement from HS. Advance parties that report with required and current documents enhance Fort Carson's capability to receive and support mobilized units. When the advance party arrives with required documentation, inprocessing begins at the Mobilized Unit Inprocessing Center (MUIC). Arriving units are subsequently met by the advance party, move to assigned areas, and initiate postmobilization activities.

1-4 SEQUENCE OF EVENTS.

- a. PHASE I - Planning. During this phase, the Mobilization Station conducts Mobilization Coordination Conferences and Mobilization Station Visits to assist the unit in planning for mobilization.
- b. PHASE II - Alert. During this phase, cross-leveling actions are accomplished at the STARC/RSC level.
- c. PHASE III - Home Station. During this phase, the MS will coordinate the Mobilization Station Arrival Date (MBSAD) with the unit's higher headquarters; the Mobilization Assistance Team (MAT) will send representatives to the unit's home station to assist the unit with developing postmobilization training plans; the unit will submit their data electronically to the MS; and the advance party arrives at the MS and inprocesses through the MUIC.
- d. PHASE IV - Mobilization Station. Unit Main Body arrives at the MS, Unit Status Meetings (USMs) are held, SRPs are conducted, vehicles are inspected (TI), postmobilization training is conducted, deployment preparation is finalized, and ultimately a validation is provided to the CONUSA.
- e. PHASE V - Port of Embarkation. This phase begins with departure of the unit from its MS. It encompasses all those activities at the Seaport of Embarkation (SPOE)

and Airport of Embarkation (APOE). These activities include the loading of equipment as well as manifesting and loading personnel. Normally the first leg of deployment is shipping equipment from the MS. The MS furnishes a Departure Rail Control Group (DRCG) to ensure equipment is properly marshaled, loaded, and rail cars are inspected before departure. The MS provides a Departure Air Control Group (DACG) at the APOE for supporting unit air deployments of personnel and in some cases equipment. In addition to assisting with marshaling, loading and inspections, the DACG develops final manifests.

1-5 COMMAND AND CONTROL. Upon mobilization at Fort Carson, incoming units are assigned to the Garrison Support Command for command and control purposes. The Garrison Support Command and its staff will assume direct command responsibility for the mobilized RC units once control of these units passes to Fort Carson. The Garrison Support Command will provide administrative guidance, military justice support, unit taskings, and logistics support to its attached units. This battalion will coordinate, when necessary, with the installation staff in the areas of administration, training, and logistical support to the mobilizing units. (See Chapter 4).

1-6 INSTALLATION OPERATIONS CENTER (OPCEN). The OPCEN reports the arrival and deployment of mobilizing units. When advance party representatives arrive at the MUIC, MUIC personnel will notify the OPCEN. The OPCEN will submit the following unit transactions via GCCS:

- a. Home Station Time and Departure Date (HSTDD). This date and time is derived from the unit's Mobilization Station Arrival Date less convoy or commercial travel time.
- b. Changes in the unit's scheduled departure from its home station (HSTDD) to its mobilization location.
- c. Changes to the scheduled arrival at the Mobilization Station (MBSAD).

1-7 SERIOUS INCIDENT REPORTS.

- a. Units are required to report all significant incidents to the OPCEN as soon as possible. Significant incidents include, but are not limited to:

- injuries sustained by personnel while on duty,
- serious illnesses/injuries of personnel,
- suicide attempts,
- fatalities occurring on Fort Carson,
- deaths of FORSCOM soldiers (regardless of cause),
- training accidents,
- significant damage to/destruction of government equipment or facilities,
- incidents occurring on deployments,
- fires,
- incidents occurring on ranges,
- any incident involving a weapon/loss of a sensitive item,
- serious crimes/racially or ethnically motivated criminal acts,
- all aircraft accidents,
- child abuse or serious child injury or death which take place in Army organizational setting,
- and incidents the commander determines to be of immediate concern to the Fort Carson Command Group based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

b. Notification should consist of an initial telephone call to the OPCEN describing the nature of the incident. The OPCEN needs the following facts (at minimum):

- (1) nature of incident
- (2) location of incident
- (3) name(s), rank(s), marital status, and unit(s) of individual(s) involved
- (4) status of any victims or injured personnel
- (5) other agencies contacted (i.e.: MP's, EACH, Fire Department, Casualty Assistance)
- (6) current actions being planned/executed to resolve incident
- (7) any other information peculiar to the type incident at hand

Do not delay the initial call to the OPCEN if all the information above is not readily at hand. Follow up with the OPCEN when additional information is discovered or the nature of the incident expands/changes.

c. Often, telephonic notifications are sufficient. However, if the situation warrants a Commander's Report, the unit needs to provide a copy of the report to the OPCEN within 24 hours.

d. The OPCEN is staffed 24 hours a day. Non-secure phone numbers are 526-5500/3400/5914. Secure voice/fax number is 526-9452. The OPCEN's e-mail address is OPCEN@carson-emh1.army.mil.

1-8 INSTALLATION SUPPORT MISSIONS. Certain mobilizing units will provide installation support since they do not deploy. All support roles will be tasked consistent with the mobilized unit's capability. (See Appendix A)

1-9 PROTOCOL.

a. Purpose. To provide general information about Protocol services and delineate responsibilities for units mobilizing or deploying from Fort Carson.

b. Unit Responsibilities.

- (1) All units with knowledge of a visit to Fort Carson by a General Officer or a General Officer Equivalent must notify Protocol Office.
- (2) Lodging for any visiting General Officer or General Officer Equivalent will be coordinated through the Protocol Office.
- (3) All Changes of Command, Activation and Deactivation Ceremonies must be coordinated through the Protocol Office for guidance and support.

1-10 TELEPHONE NUMBERS FOR FORT CARSON.

Area Code	(719)
Commercial Exchange	526-XXXX
DSN Exchange	691-XXXX
Operator Assistance	691-5811/526-5811

CHAPTER 2

MOBILIZATION LEVEL APPLICATION SOFTWARE (MOBLAS)

POC: Chief, Mobilization and Deployment Planning Branch, G3

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2-1 PURPOSE. To provide procedures for transmitting unit data electronically to the Mobilization Station (MS).

2-2 GENERAL. Providing the MS with the required unit data will expedite accessioning and Soldier Readiness Processing (SRP). The updated data, which includes cross-leveling activities, must be available to the MS on the day following M-day. This will allow the MS mobilization planners to analyze and disseminate the information to the installation functional proponents.

2-3 PROCEDURES.

a. In order to ensure the integrity of functional systems and maintain current data, each unit will be required to submit their data semi-annually during Phase I of mobilization. The MOBLAS machine at the installation is available to receive unit data 24 hours a day. Units should submit their data the **first week of April** and the **first week of October**. During an actual mobilization, the data will be required on the day following M-day.

b. The phone number to send data to is: DSN 691-1457; Comm (719) 526-1457.

c. ARNG units.

(1) FORSCOM has provided each STARC with four SQL script files (Medical.sql, MTOE.sql, Personnel.sql, and Units.sql). If your STARC does not have a copy of these files, contact this installation at DSN 691-6040/Comm (719) 526-6040.

(2) The STARC runs the SQL scripts against the SIDPERS database.

(3) The scripts will pull the appropriate data and place it in the following files:

Personnel.sql	→	W#####sg.dat	(where ##### is the unit UPC)
Medical.sql	→	W#####cg.dat	
Units.sql	→	W#####ug.dat	
MTOE.sql	→	W#####mg.dat	

(4) Attach the resulting files to an e-mail message (please do not combine the files) and send to NorrisP@carson-exch1.army.mil

d. USAR units.

(1) Create CLAS Mobilization Station Transactions for the Mobilization Station.

Note: You must first place your BFTMS files on the CLAS machine for this to work. See (3) below if you need further instructions.

- (a) From the CLAS Main Menu select **MOB**.
- (b) From the MOB Menu select **Create Mobilization Station Transactions**.
- (c) From the Unit Selection Menu select the **UIC** of the unit to be mobilized.
- (d) The software will then extract the data and address it for transmission to the Mobilization Station. The system will then return to the menu.
- (e) If you have multiple UICs that are mobilizing, repeat steps a through d for each unit.

(2) Transmit the Units' Data to the Mobilization Station.

- (a) From the CLAS Main Menu select **COMMO**.
- (b) From the Communications Menu select **Transmission Procedures**.
- (c) From the Transmission Procedures Menu select **Send Manual Transmissions**.
- (d) From the Send Manual Transmissions Menu select **MOBSTA**.
- (e) On the next screen you should have the generated files displayed for each UIC you selected. At this screen press the **F6** Key.
- (f) On the next screen type the **MOBLAS machine phone number** [(719) 526-1457] and any required prefix's and suffix's normally required to make the telephone connection. Then type a **T or P** as required in the dial type field and then press the **enter key**. The system will then call the MOBLAS machine at the Mobilization Station, transfer the data, and return to the Menu.

(3) Instructions for BFTMS files.

- (a) If the BFTMS program is not on your CLAS machine, then you must first copy the 9 BFTMS data files (BFTMSDX01 thru 09) from the BFTMS machine/directory to your CLAS machine/directory. If you do not have BFTMS at your location, then contact this installation for a copy of 9 "dummy" files that can be used to fool CLAS into processing the Mob Station transactions.
- (b) Once the BFTMS files are on your CLAS machine, Choose **TRN** from the CLAS menu bar and select the **Create Training Transaction** menu item.
- (c) From the drop down menu displayed, click on **Add BFTMS Tam to Commo**.
- (d) You should now be able to complete the steps outlined in (1) and (2) above.

CHAPTER 3

RC UNIT INPROCESSING

POC: Chief, Mobilization and Deployment Planning Branch, G3

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3-1 GENERAL. Upon declaration of a Presidential Selected Reserve Call-up, Partial, or Full Mobilization, a Mobilized Unit Inprocessing Center (MUIC) will be activated to inprocess mobilizing RC units. It is designed to remain operational until all RCUs mobilizing at Fort Carson have been inprocessed.

3-2 ASSUMPTIONS.

- a. The MUIC inprocessing procedures will be completed within four to eight hours after arrival of the RC unit advance party.
- b. The MUIC is not responsible for inprocessing individuals.

3-3 UNIT RESPONSIBILITIES. The unit must provide a knowledgeable advance party and the required documentation to facilitate inprocessing. The advance party will be scheduled to report to the MUIC 48 hours prior to the main body. There is no designated facility for MUIC operations, however, at the time of mobilization, the STARC or RSC will be notified of the location.

a. Advance Party Responsibilities.

(1) Report to the MUIC and furnish required documents in order to inprocess the unit. FORSCOM Regulation 500-3-3 (RC Unit Commander's Handbook) specifies all mobilization documents to accompany the RC unit. **Updated, accurate, and complete documents are necessary in order to expeditiously inprocess the unit.**

(2) Receive and prepare the designated billet/cantonment area for its unit.

(3) Meet the main body at Fort Carson Gate 20 and guide its unit to the assigned area.

b. Advance Party Composition. Mobilizing unit commanders must ensure that their advance party personnel are knowledgeable and can provide the assistance required to improve unit status in personnel, training, and logistics. Although one person may fill several of the needed roles, below is the recommended advance party composition.

(1) Personnel Officer/NCO or someone knowledgeable and capable of determining accuracy of unit SIDPERS data.

(2) Training officer/NCO or person knowledgeable regarding unit training status and needed training support.

(3) Supply officer/NCO or person knowledgeable regarding the unit's equipment status and shortages and also familiar with hand receipting of facilities.

(4) An officer or NCO in charge of the advance party having authority to speak for the unit commander.

3-4 MOBILIZED UNIT INPROCESSING CENTER (MUIC). During the initial phase of RC Unit inprocessing, the MUIC is the single point of contact for all mobilization related matters.

a. Functions. The following will be accomplished at the MUIC:

(1) Unit processing in the areas of personnel, training, and logistics.

(2) Arriving units will be assigned to a provisional higher headquarters for command and control while at Fort Carson.

(3) Training support will be programmed.

(4) Cross-leveling of personnel and equipment will be initiated.

(5) Finally, an assessment will be made of the overall unit status.

b. Organization. The MUIC is composed of representatives from installation directorate/staff agencies. To expedite inprocessing, the MUIC will be divided into separate stations. These stations are:

(1) **Reception.** The Advance Party reports to this station upon arrival at the MUIC and is provided a short briefing on what to expect in the MUIC.

(2) **Garrison Support Command.** A command and control briefing will be provided, to include administrative guidance to the advance party. The following documents will be collected:

(a) Assumption of Command Letter (item a. in Annex G of RCUCH).

(b) Complete updated USR (item f. in Annex G of RCUCH).

(c) Memorandum for Dining Facility Account (item g. in Annex G of RCUCH).

(d) Appointment Orders (item h. in Annex G of RCUCH).

(e) DD Form 577, Signature Card for Training aids/Audiovisual; Central Issue Facility; IMSA (Class VIII); Signal; Engineer Supplies; TDA/TOE Supplies; Real Property; Troop Issue Subsistence Activity (TISA); and Ammunition Supply Point (ASP) (item k. in Annex G of RCUCH).

(f) Class VIII - Medical Supply Requisitions (item o. in Annex G of RCUCH).

(g) Personnel Records (item t. in Annex G of RCUCH).

(h) Pending Personnel Actions/Promotions (item u. in Annex G of RCUCH).

(i) DA Form 3995 (Change of Address Card) (item v. in Annex G of RCUCH).

(j) Serious Incident Reports (if applicable) (item w. in Annex G of RCUCH).

(k) Accident Reports (if applicable) (item x. in Annex G of RCUCH).

(l) DD Form 577 (Signature Card), as applicable, for Classified Courier; Morale Support Fund Rep; and Custodian of Classified Documents (item aa. in Annex G of RCUCH).

(m) DD Form 285, Appointment of Military Postal Personnel (item ab. in Annex G of RCUCH).

(n) Personnel Security Clearance Roster for entrance to OPCEN (item ac. in Annex G of RCUCH).

(o) Roster of Personnel requiring security clearances and appropriate forms necessary to obtain a clearance (item ad. in Annex G of RCUCH).

(3) **AG - Personnel.** At this station cross leveling of personnel will be initiated and the unit will be scheduled for SRP. The following documents will be looked at and/or collected:

(a) Copies of Unit Mobilization Order (item d. in Annex G of RCUCH).

(b) Copy of MTOE/TDA and letters of authorization (item e. in Annex G of RCUCH).

(c) Complete Updated USR (item f. in Annex G of RCUCH).

(d) Annotated Computerized Unit Manning Roster/Report (item s. in Annex G of RCUCH).

(e) DA Form 3986 (Personnel Asset Inventory) (item y. in Annex G of RCUCH).

(f) Roster of personnel requiring ID Tags (item z. in Annex G of RCUCH).

(4) **DOL - Logistics.** This station is divided into Transportation, Maintenance, and Supply.

(a) **Transportation.** At this station processing of the unit's Automated Unit Equipment List (AUEL) will be initiated. The following documents will be looked at and/or collected:

1 AUEL Update (item r.1. in Annex G of RCUCH).

2 Deployment Movement Plan (item r.2. in Annex G of RCUCH).

3 Driver Qualifications Record (item r.3. in Annex G of RCUCH).

(b) **Maintenance.** At this station vehicle inspection schedule will be established. The following documents will be looked at and/or collected:

1 DA Form 2406, Material Condition Status Report and/or DA Form 1352, Materiel Condition Report (Aircraft) and/or DA Form 3266-1, Army Missile Readiness Report (item q.1. in Annex G of RCUCH).

2 List of items requiring calibration (item q.2. in Annex G of RCUCH).

3 Copy of latest MTOE (item e. in Annex G of RCUCH).

(c) **Supply.** At this station equipment redistribution requirements will be determined, and requisitions for equipment shortages will be received. The following documents will be looked at and/or collected:

1 Unit Property Book (item j. in Annex G of RCUCH).

2 DA Form 3645, Organization Clothing & Equipment Shortages (item l.1. in Annex G of RCUCH).

3 DA Form 2765-1 for shortages, sorted by classes of supply, or DA Form 3161 (item l.2. in Annex G of RCUCH).

4 DA Form 3078 for personal clothing (item l.3. in Annex G of RCUCH).

5 DA Form 581, Request for issue and turn-in of Ammunition Basic Load (ABL), AIIQ TAT (item n. in Annex G of RCUCH).

6 Copy of PLL/ASL and shortage requisitions (item p. in Annex G of RCUCH).

(5) **DPW - Billets.** At this station billeting, messing, admin and motor pool facilities will be assigned.

(6) **MAT - Training.** At this station the estimated time it will take to achieve readiness in training will be determined. The following documents will be looked at and/or collected:

(a) Updated PTSR (item b. in Annex G of RCUCH).

(b) Latest TAM (item c. in Annex G of RCUCH).

(c) Complete updated USR (item f. in Annex G of RCUCH).

(d) Copy of latest Compliance Inspection (item c. in Annex G of RCUCH).

(7) **Chaplain.** At this station unit ministry team requirements will be identified. An annotated Unit Manning Roster/Report (item s. in Annex G of RCUCH) will be reviewed at this station.

3-5 MOBILIZATION STATION ARRIVAL DATA.

a. General. For planning purposes, advance party and main body Mobilization Station arrival times are assigned by the MS, in compliance with FORSCOM Regulation 500-3-1.

b. Arrival Windows. Arrival Times assigned to RC Units having Fort Carson as their MS are attached as appendixes B and C. Advance parties should plan on arriving at Fort Carson 48 hours prior to the main body. Assigned arrival timeframes are effective immediately for planning purposes. Individual unit modes of arrival have been assigned based on prior coordination with the RC Units respective STARC or RSC. **RC headquarters are encouraged to periodically review these tables and apprise the MS of recommended changes.**

c. Convoy Arrival. Fort Carson is the Mobilization Station for approximately 109 RC units. A majority of these units will travel to the installation by military convoy utilizing organic vehicles and/or commercial transportation as required.

(1) Based on the geographic home location for incoming units, primary routes of march to Fort Carson will be Interstate 25, from the north and south; and U.S. Highway 24, from the east and west.

(2) Gate #20, adjacent to exit 132, Interstate 25, has been designated as the entry point to Fort Carson for all incoming units.

(3) Gate #4, adjacent to Academy Boulevard, has been designated as the exit point for all outgoing units.

CHAPTER 4

COMMAND AND CONTROL

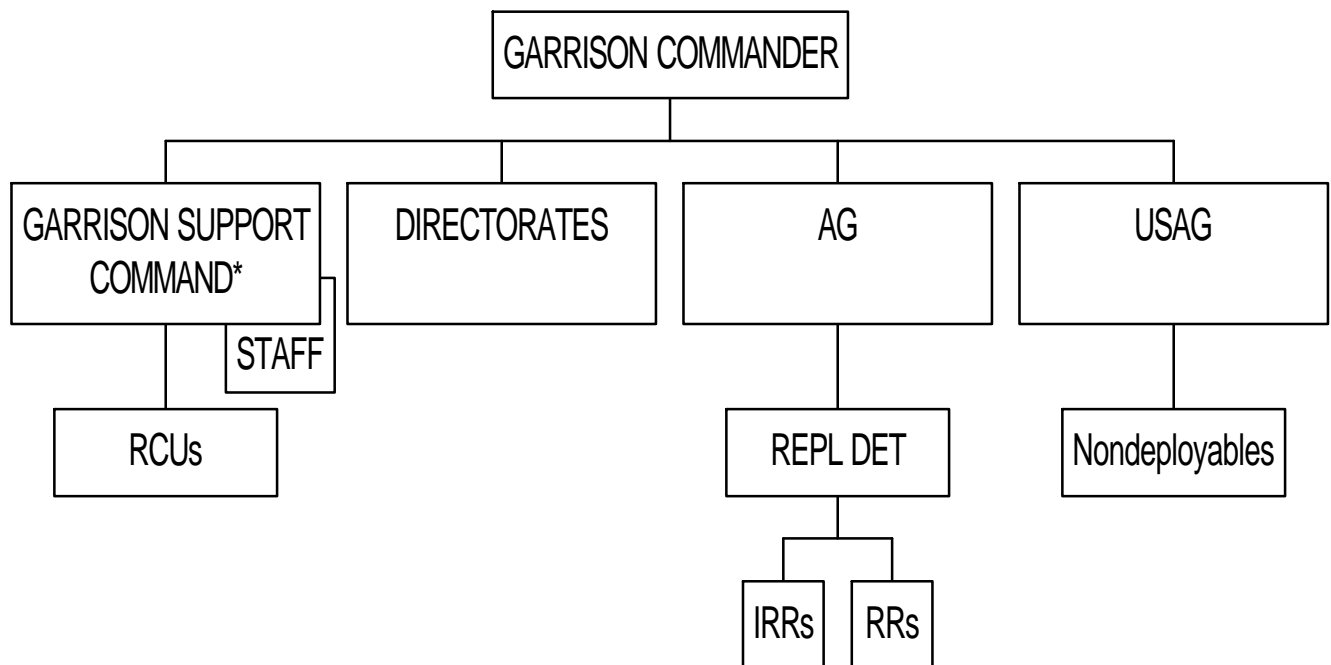
POC: Chief, Mobilization and Deployment Planning Branch, G3

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4-1 PURPOSE. To identify the installation mobilization command and control structure and responsibilities.

4-2 GENERAL. Upon mobilization, the RC units reporting to Fort Carson are assigned to the Garrison Support Command (GSC). The Garrison Support Command consists of a Command Group and headquarters element.

4-3 STRUCTURE.



* Activated upon mobilization

4-4 GARRISON SUPPORT COMMAND. The Garrison Support Command assumes command for the mobilizing RC units and assists the installation staff in preparing them for deployment. The Garrison Support Command will provide administrative support (less aviation-related command, control, guidance, training, standardization, and safety) to its attached units.

4-5 RESPONSIBILITIES. The Garrison Support Command responsibilities are:

a. S-1.

- (1) Provide support in the personnel arena.
- (2) Forward transactions and accessions to SIDPERS-AC.
- (3) Task AG-SIDPERS to provide SIDPERS support to units that don't have an S1 organic to their MTOE.
- (4) Schedule unit for SRP.
- (5) Transport unit records to the SRP site.
- (6) Maintain control of unit personnel records while unit is deployed.

b. S-2.

- (1) Coordinate with the G2/Installation Security, security and intelligence requirements in the following areas:
 - (a) Personnel Security Investigations (PSI) for security clearances.
 - (b) Advice and assistance in the development of Essential Elements of Information (EEI).
 - (c) Coordination for counterintelligence support. This includes coordination for SAEDA and Threat briefings.
 - (d) Advice and assistance for security education material.
- (2) Ensure that all classified material is properly accredited and secured.

c. S-3.

- (1) Develop master training schedule that includes all mobilized units. Represents mobilized units at Training Resource Management Meetings (TRMMs).
- (2) Coordinate training facilities and resources.
- (3) Determine any New Equipment Training (NET) required by the unit due to fielding of Force Modernization Equipment.
- (4) Assist with any training required as part of the unit's drivers licensing program.

d. S-4.

- (1) Assist the unit in determining transportation requirements.
- (2) Assist the unit with arranging for unit messing; draw of rations from TISA, and MRE issue.
- (3) Coordinate any changes to initial ration requests.

(4) Coordinate with DPW for assignment of billeting, administration and motor pool locations for the mobilized unit.

(5) Assist mobilizing units in supply activities.

(6) Schedule unit transportation to and from training, billeting, messing, and motor pool sites.

CHAPTER 5
UNIT STATUS MEETING (USM)
AND VALIDATION

POC: Chief, Mobilization and Deployment Planning Branch, G3

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(CML) (719) 526-2850
(FAX) x2868

5-1 PURPOSE. To provide guidance on the Unit Status Meeting (USM) and Validation.

5-2 GENERAL. An USM is conducted to determine deployment readiness of RC units as well as what actions, if any, still need to be completed by the unit. The criterion used is whether the unit can perform its wartime mission. The ultimate goal is to validate the unit as capable of performing its wartime mission.

5-3 PROCESS.

a. Unit Status Meeting (USM).

(1) An USM will be conducted daily at 1600hrs. The location will be determined upon mobilization. The Advance Party will be provided this information during the conduct of the MUIC.

(2) The Unit Commander and his staff are required to attend the USM since the unit readiness rating will be discussed.

(3) A SECRET clearance will be required and verified upon entrance to the meeting.

(4) The USM is chaired by the Installation Commander or his designee. The G3 facilitates this meeting and provides status of the unit as determined by functional experts from G3, MAT, G4/DOL, MEDDAC, DENTAC, SJA and G1/AG.

(5) The following areas are briefed:

(a) G3 - Situation Overview (Threatcon/Weather and Projected Activities in the next 48 hours) and deployment data.

(b) G4/DOL - Equipment assessment: % of equipment fully mission capable, % of fill for all classes of supply.

(c) G1/AG - Personnel assessment, SRP status.

(d) MEDDAC - Status of: physicals, profiles, hospitalized personnel, and medical nondeployables.

(e) DENTAC - Oral exams required, panorex required, and status of dental nondeployables.

(f) SJA - Legal update: soldiers incarcerated, pending courts martial, and other pending disciplinary actions.

(g) MAT - Training assessment: USR update, and status of training.

b. Validation.

(1) A final validation will be made on all mobilized units NLT their Ready to Load Date (RLD). The G3 consolidates and provides validation recommendations to the Installation Commander. The Installation Commander is the final authority for validating RC units for deployment.

(2) A unit is “mission capable” or validated if it meets the minimum readiness rating in personnel, equipment, and training (both individual and collective).

(3) Upon reporting to the MS, each RC unit will receive a preliminary subjective analysis to determine the status of Personnel, Equipment and Training. The primary documents reviewed and analyzed to determine initial mobilization status will be FORSCOM Form 319-R (PTSR), FORSCOM Form 1049-R (TAM), DA Form 2715 (USR), DA Form 2406 (Material Condition Readiness Report), MTOE, and ORE/ARTEP results (if available). The following will also be considered:

(a) Equipment required for WARTRACE mission.

(b) Personnel trained to operate equipment/weapon systems.

(c) Personnel for command and control.

(d) Individual training and preparations aligned towards MOS qualification for weapon systems and TOE/specialized equipment.

(e) Survivability skills training status.

(4) The overall analysis will estimate the time required to achieve readiness in training and determine if training time required to reach deployable status will impact on the scheduled deployment date.

CHAPTER 6

MOBILIZATION ASSISTANCE TEAM

POC: Operations Division, 5th Armored Brigade

TEL: (DSN) 691-9306/5981
(CML) (719)-526-9306/5981

6-1 PURPOSE. To establish procedures for the utilization of the Mobilization Assistance Team (MAT) in the validation and training mission.

6-2 MISSION. On order, 5th Armored Brigade will form the MAT at Fort Carson and will assist the Mobilization Station (MS) Commander in his responsibility to validate deploying Reserve Component (RC) units as mission capable; support unit training efforts; and assist in the deployment evaluation of Active Component (AC) units as required.

6-3 TRAINING OF RC UNITS. Mobilization Assistance Team members will be allocated, as applicable, to assist mobilized RC units and will provide continuous feedback to headquarters Fort Carson on the training status of the RC unit they are assisting.

a. In developing training programs for arriving RC units, MAT, Fort Carson, in conjunction with G3/DPTM, will consider the following factors at a minimum.

(1) From GCCS and MS, determine:

- (a) Time expected at MS with equipment.
- (b) Time expected at MS w/o equipment.
- (c) Projected arrival of filler personnel.
- (d) Time required for preparation and loading of equipment.

(2) From WARTRACE and higher headquarters, determine:

- (a) Known or derived missions.
- (b) Expected combat environment.
- (c) Most critical mission capabilities.

(3) From unit assessments and training evaluation reports determine major shortcomings in critical mission performance skills.

b. The MAT will assist the unit commander in the prioritization of training tasks:

- (1) While the units still has equipment available to train with.
- (2) While developing training plans to accomplish maximum critical training within available time and with available resources.

(3) After the unit ships equipment to port.

(4) Aligned to development of alternative training plans based on changes in the deployment window for a given unit.

CHAPTER 7

PERSONNEL AND ADMINISTRATION

POC: G-1/AG (Personnel)
Resource Management Office, DCA (Community Activities)

TEL: (DSN) 691-3401/5501 (AG)
691-0423/1491 (DCA)
(CML) (719) 526-3401/5501 (AG)
(719) 526-0423/1491 (DCA)

7-1 GENERAL. Administrative processing and strength accounting of unit personnel is a command responsibility and will be accomplished at the home station to the maximum extent possible. FORSCOM Reg. 500-3-3 (RCU Commander's Handbook) specifies actions to be completed at home station to facilitate the mobilization process. The Mobilization Station (MS) will provide administrative support to all units mobilizing at Fort Carson within the constraints of available resources and time.

7-2 ADMINISTRATIVE PROCESSING. The transition from RC to AC status is greatly dependent upon the mobilizing unit providing complete and accurate documentation. When the following actions required by FORMDEPS are completed, the accession to active duty will be orderly and expeditious.

- a. Applications for Active Duty ID card (DD Form 1172).
- b. Application for dependent ID card (DD Form 1172), with supporting documents.
 - (1) Marriage license.
 - (2) Birth certificates.
 - (3) Divorce decree (for family members of former marriages).
 - (4) Declaration of dependence or other legal documents stating dependency (for parents and other special cases).
- c. Updated Record of Emergency Data (DD Form 93).
- d. Updated SGLI election (SGLV-8286).
- e. Request for issue of ID tags (DA Form 4187). Ensure remarks section has all data needed for stamping the tags.

7-3 RECORDS. MPRJs (DA 201) for each individual will be brought to the MS with the advance party. Records will be checked for essential data and forms at the SRP site. Ultimately all records will be turned in to the Garrison Support Command prior to unit deployment. Non-deploying units will coordinate with the Garrison Support Command for the transfer of personnel records.

7-4 SOLDIER READINESS PROCESSING (SRP). Prior to deployment, the unit will undergo a final check to ensure all personnel meet deployment criteria. Personnel processing are outlined in Chapter 8. Based on unit/Bn S-1 input, a final unit roster will be prepared by SIDPERS (Personnel Strength Zero Balance (C-27) report), to be signed and authenticated by the unit commander.

7-5 PERSONNEL QUALIFICATION. Commanders are reminded that actions must be taken prior to mobilization to ensure unit personnel are MOS qualified in their duty positions. Personnel who are not MOS qualified will be removed from the unit at the MS and reassigned to another unit in their appropriate MOS. Soldiers holding the MOS required by the duty position will replace these individuals.

7-6 UNIT STRENGTH. The Mobilization Station will try to bring all units up to 100% strength; however, the unit may be deployed at 75% if resources are not available prior to the unit shipping dates. It may be necessary to reassign some personnel in order to make another unit mission capable. This is the last option exercised by the installation personnel managers. IRR and excess unit personnel will fill unit vacancies first before any cross-leveling action is taken. Adequate numbers of IRR soldiers are programmed to mobilize at Fort Carson to meet all mobilization personnel requirements.

7-7 MORALE SUPPORT ACTIVITIES. Information concerning available moral support activities, clubs, sports, and other recreation events may be obtained on arrival at Fort Carson. Additional mobilizing unit requirements should be furnished to the Garrison Support Command, who will contact DCA.

7-8 FAMILY ASSISTANCE. In the event of mobilization, the Fort Carson Army Community Service (ACS) will establish a Family Assistance Center (FAC) which will operate on a 24-hour basis. The FAC will provide a full range of information and referral. Those family members not within commuting distance of military installations will be referred to appropriate State and Federal agencies for assistance. In order to prevent unnecessary hardships for the families of the mobilized unit members, the command must meet its premobilization obligations in the area of family assistance as outlined in FORMDEPS. In addition, each member should prepare his family prior to his departure by ensuring that family members attend command information briefings and that his family members are well informed on his obligations and their benefits. All units are reminded that family members are not authorized to accompany mobilized service members to the Mobilization Station.

7-9 CHAPLAIN. Chaplains serving mobilized units are advised to bring all items of TOE authorized equipment, consecrated (sacramental) ecclesiastical items authorized by CTA 50-909, and chaplain kits in their possession when reporting to Fort Carson. All incoming RC chaplain personnel are required to report to the Installation Command Chaplain (ICO) in Building 6227 within 24 hours after arrival. This will enable the ICO to provide an orientation, refresher training, and coordination of religious coverage both on post and down range. Needed ecclesiastical/liturgical supplies should be requested through the ICO. Chaplain/chaplain assistant combat support training requirements should also be coordinated through the ICO.

7-10 SAFETY. The Fort Carson Safety Office will hold a class for Unit Safety Officers in McMahon Auditorium on Tuesday of every week after mobilization. Unit Safety Officers will attend this class the first Tuesday after arrival. The Fort Carson Safety Office is located in Building 1117, Commercial (719) 526-2123/2078 or DSN 691-2123/2078.

7-11 RED CROSS. The Fort Carson Red Cross is located in Building 1526. Telephone: Commercial (719) 526-2311. Unit personnel are reminded to contact their local (hometown) Red Cross Chapter to speed up the process for Red Cross assistance procedures.

7-12 POST EXCHANGE. The Fort Carson Main Post Exchange is at Building 6110 Martinez St. Operating hours are 0900-2100, Monday through Saturday; 1100-1800 on Sunday. The Fort Carson Military Clothing Sales Store is at Building T307 Tripp Street. Operating hours are 0900-1800, Monday through Friday; 0900-1500 on Saturday; Closed on Sunday. Branch Post Exchanges are located in convenient areas across the post.

7-13 FAMILY MEMBER ENTITLEMENTS. Reserve and National Guard members must ensure their family members are enrolled in DEERS. If a unit is activated for more than 30 days, family members are entitled to medical benefits. However, the major prerequisite in this situation is enrollment in DEERS. If not enrolled, medical treatment will be denied. But, if enrolled, medical treatment facilities will accept the family member ID Card (DA 5431) and mobilization orders for up to 180 days. This allows sufficient time to obtain the DA Form 1173 (Dependent ID Card). This action should be taken care of at Home Station prior to deployment on active duty.

CHAPTER 8

SOLDIER READINESS PROCESSING (SRP)

POC: G-1/AG

TEL: (DSN) 691-3401/5501
(CML) (719) 526-3401/5501

8-1 PURPOSE. To outline the organization and procedures for SRP activities that are initiated for units mobilizing/deploying at Fort Carson.

8-2 GENERAL. The SRP validates each soldier for deployment. The goal is to process 60 troops per hour utilizing 24-hour operations if required. The Garrison Support Command will schedule SRPs with the unit Advance Party at the MUIC.

8-3 ORGANIZATION. The SRP is located on the 2nd floor of buildings 6266 and 6267. Representatives from G-1/AG, MEDDAC, DENTAC, Finance and SJA make up the SRP Team.

8-4 PROCEDURES.

a. G-1/AG (Personnel).

(1) The Personnel Information Branch will validate the accuracy of the following items:

- (a) Record of Emergency Data (DD Form 93). Cannot be over 5 years old.
- (b) Servicemen's Group Life Insurance (SGLI) Election (VA Form 29-8286).
- (c) Personnel Qualification Record - Part I, Section I, II and IV (DA Form 2A). Can not be more than 1 year old.

(2) The Identification Card/Tags work center will verify the following items:

- (a) Soldier holds a current and serviceable Armed Forces of the United States Identification Card (DD Form 2A), and a serviceable Army Medical and Religious Identification Card (DD Form 1934) if applicable.
- (b) Soldier wears a complete and current set of identification tags and has an additional printed set of tags.
- (c) Soldier is enrolled in DEERs.

b. MEDDAC (Medical Activity)

- (1) Administers immunizations/DNA swabs/HIV tests as required.
- (2) Ensures that the following items are current and contain the correct information.

(a) Individual Medical History (DA Form 8007). Signed by a physician and completed within the past two years.

(b) Shot Records (PHS Form 731). Hand carried by the soldier. Each soldier must meet the following immunization requirements:

1. Tetanus and Diphtheria - (0.5 ml IM) A basic 3-dose series at 0, 1, and 6 months followed by booster every 10 years.
2. Typhoid - (0.5 ml SC) A basic 2-dose series at 0 and 1 months. Booster of 0.5 ml SC every 3 years.
3. Yellow fever - (0.5 ml SC) A booster of 0.5 ml every 10 years.
4. Immunizations of Yellow Fever and Typhoid will be reserved for specific deployments where the geographic area of deployment has a known medical risk for these two conditions.
5. Influenza - (0.5 ml IM) Annually. This immunization is a seasonal requirement.
6. Tuberculin Skin Test - (PPD Mantoux) 0.1 ml intradermal prior to deployment and upon return.
7. HBV (Hepatitis B Vaccine) - (1.0 ml IM) A one time, 3 dose series at 0, 1, and 6 months for medical personnel, personnel on orders to Korea or specific personnel as determined by medical personnel.
8. HIV (Human Immunodeficiency Virus) Screening - Documented results in the medical records within the last two years.

(3) Verify the soldier has the following items if required:

- (a) Two pair eye glasses (one must be military issue) and one pair mask inserts with current prescription.
- (b) One hearing aid with extra batteries.
- (c) Medical warning tags.

(4) Ensure that soldiers with health conditions requiring specialized drugs are given a minimum of 90 days of supply.

(5) Provide urine pregnancy tests for female soldiers.

c. DENTAC (Dental Activity).

(1) Verify that a current dental record with a panoramic radiograph is on file in the soldier's records and at the Central Panograph Storage Facility (CPSF). Panorographs must not be over 5 years old. If panorographs are not current, the SRP will complete the x-ray.

(2) Determine each soldier's dental status.

- (a) Class I - Deployable. All required dental care complete.

(b) Class II - Deployable. Dental care required; however, existing conditions are unlikely to result in problems within twelve months if untreated.

(c) Class III - Nondeployable. Personnel who require expeditious treatment to correct a dental condition that is likely to cause a dental emergency within 12 months or who presently have infection, pain, or require follow-up care.

(d) Class IV - Nondeployable. Indicates one of the following:

1. More than 12 months since the soldier's last annual exam, therefore the actual dental status is unknown.

2. A panoramic radiograph is not present in the soldier's dental record or needs to be updated.

3. A duplicate panoramic radiograph is not confirmed on file or one is not presently enroute to the CPSF.

(3) Provide dental care as necessary to Class III soldiers.

d. Finance.

(1) Ensures soldier's account type and number are correct for Sure Pay (checking account is recommended).

(2) Establishes BAQ/VHA as required.

(3) Establish allotments as required.

(4) Prepare Employees Withholding Exemption Certificate (IRS Form W-4).

(5) Verify SGLI coverage corresponds with monthly SGLI deduction.

e. SJA (Legal).

(1) Checks/prepares Wills and Powers of Attorney as required.

(2) Ensures that each soldier has been briefed on the Law of Warfare and The Hague and Geneva Convention.

(3) Verifies that soldier is not pending civil felony criminal charges. If the soldier is pending such charges, the SJA will provide assistance to the soldier; however, the soldier will be nondeployable until the charges are resolved.

(4) Ensures soldier is counseled on insurance and other civil matters such as protections afforded under the Soldier's and Sailor's Civil Relief Act.

f. Unit Commander. The unit may set up a unit specific station at the last station of the SRP to accomplish the following:

(1) Counsel soldiers requiring Family Care Plan IAW AR 600-20 using DA Form 5304-R (Family Care Counseling Checklist) and DA Form 5305-R (Statement of Understanding and Responsibility).

(2) Verify the following:

- (a) Each soldier has qualified with his/her assigned weapon within the last 12 months prior to deployment.
- (b) Each soldier receives a local law and terrorist briefing.
- (c) Each soldier has a security clearance as required. Verify the date and level of security.
- (d) Whether the soldier is pending discharge, separation, or reassignment.
- (e) Sole surviving family member. Unless waived by the individual soldier, soldiers who are sole surviving family members defined in AR 614-200, chapter 3, section IV, will not be required to serve in combat.
- (f) Prisoner of War (POW). Unless waived by the individual soldier, soldiers will not be sent to the country in which or by which they had been held in a POW status.
- (g) Peace Corps. Soldiers who are former Peace Corps members will not be sent to duties in any intelligence capacity in any foreign country in which they served or were trained to serve with the Peace Corps.
- (h) Conscientious Objector Status. Military personnel who seek either discharge or assignment to noncombatant duties because of conscientious objection will submit an application on DA Form 4187 to their immediate commanding officer. The soldier's chain of command will insure the application is processed expeditiously and the required interviews are conducted IAW AR 600-43.
- (i) Citizenship other than U.S.
 - 1. Soldiers who are German aliens will not be sent to the Federal Republic of Germany during wartime.
 - 2. U.S./Turkish citizens will not be sent to Turkey during wartime.
- (j) Each soldier has either a Power of Attorney or has signed a statement allowing his/her spouse to receive the soldier's LES during deployment.
- (k) Soldier has completed two DA 3955 (Change of Address cards). Cards are necessary if the soldier wants mail forwarded from an off-post address to unit for further forwarding to deployed area.
- (l) Soldier has completed two FC 16 (Election of Mail Options). This gives the unit mail clerk authority to forward mail
- (m) Soldier has Family Care Plan if required. The Family Care Plan is mandatory for sole parent soldiers, dual military with children, and a soldier who has custody of a child for 30 consecutive days or more.
- (n) Soldiers with dependents have completed FC Form 204-1 (Dependent Assistance/Information Questionnaire).

CHAPTER 9

I N T E L L I G E N C E A N D S E C U R I T Y

POC: Chief, G2, Installation Security

TEL: (DSN) 691-5104/0561/3915
(CML) (719) 526-5104/0561/3915

9-1 GENERAL. The Security Division provides support to mobilizing units in the following areas of intelligence and security:

- a. Personnel security investigations (PSI) for security clearances.
- b. Weather support upon full mobilization.
- c. Advice and assistance in the development of Essential Elements of Information (EEI).
- d. Coordination for counterintelligence support.
- e. Advice and assistance for security education materials.

9-2 SECURITY CLEARANCES.

- a. The RC units will identify the required degree of access of classified information for TOE/MTOE positions and request appropriate investigations. Some persons, while not requiring a security clearance, require a favorable background investigation or National Agency Check to hold the MOS. Commanders should screen all personnel to ensure they meet required criteria outlined in AR's 611-101, 611-112, and 611-201 for trustworthiness and integrity. Guidance for security clearance actions is contained in AR 380-67.
- b. RCU advance party should submit requests for Personnel Security Clearance/Investigation Packets (PSIs) to the S-2 of the Garrison Support Command in the MUIC.
- c. The Security Division will review and forward requests for PSI of personnel who require a security clearance. The Security Division will grant interim security clearances within the parameters of AR 380-67. Personnel who require access to classified information after M-day may be granted an interim security clearance. FORSCOM message 241431Z Jun 81, Subject: Delegation of authority to grant interim security clearances under emergency conditions authorizes the MS commander to waive the requirement for personnel security investigation requirements and grant an interim security clearance. This request will include name, rank, SSAN, and type of clearance required. The MS commander will require that local records check and requests for necessary investigations be forwarded as soon as circumstances permit.
- d. Access to NATO information may be granted by the G3 Operations, Plans, Mobilization and Aviation Division IAW paragraphs 42 and 45 of USSAN Instruction 1-69 (AR (C) 380-15).

9-3 SAFEGUARDING CLASSIFIED DOCUMENTS/EQUIPMENT.

- a. RC unit will provide protection of classified information, material, and equipment at home station and during movement to the Mobilization Station. The TOE security containers (one drawer) should accompany the unit to MS. Unit Security Manager will advise the Security Division of requirements beyond the unit's capability to store classified material.
- b. Each unit should develop a document evacuation/destruction plan IAW AR 380-5 and FORSCOM Suppl 1 to AR 380-5. The plan should include the packing and transporting of classified documents to the Mobilization Station. Units must ensure that classified material is transported and stored IAW AR 380-5 and FORSCOM Suppl 1 to AR 380-5. Units are required to perform a thorough review of classified material annually to identify documents that require destruction, and documents that are essential to perform the unit's mission and are not available at the Mobilization Station.

(1) Units will identify all classified material not required for mobilization and develop a plan to ensure that these materials are transferred or destroyed upon mobilization.

(2) Units will develop a plan to move required classified materials IAW AR 380-5 to the Mobilization Station. The plan should include, as a minimum, designation of responsible personnel, mode of transportation, and secure container identification. (NOTE: The plan must provide secure storage capability at the Mobilization Station. Units will identify storage requirement shortfalls to the G2/IS upon mobilization).

9-4 CONTROLLED CRYPTOGRAPHIC ITEMS (CCI)

- a. Equipment designated by the National Security Agency (NSA) as a "Controlled Cryptographic Item" or "CCI" will be identified by a CCI label permanently affixed in a clearly visible location on the equipment. Each unit is responsible for the protection of CCI.

(1) Standards and requirements for protecting KEYED CCI are contained in AR 360-40 and TB 280-41-5. KEYED CCI denotes that it contains a sequence of random binary digits (KEY) used to encrypt or decrypt electronic signals. Keying material is often referred to simply as "key".

(2) Standards and requirements for protecting UNKEYED (Unclassified) CCI are contained in TB 380-40-22. CCI equipment and components are unclassified when UNKEYED, but must be controlled against espionage, tampering and loss.

- b. Units must develop a procedure pertaining to the movement and handling of KEYED AND UNKEYED CCI. The procedure should address accountability, storage, packing, transportation, individual responsibilities, and emergency procedures.

9-5 WEATHER SUPPORT. Weather information of intelligence interest to support operations should be requested through the S-2, Garrison Support Command.

9-6 MAP SUPPORT.

- a. Fort Carson Maps. RC units should submit requests for Fort Carson training maps, geodetic charts, and other military geographic intelligence products to the S-2, Garrison Support Command.

b. Deployment Theater Maps. WARTRACE headquarters are responsible for providing theater map support. WARTRACE-aligned RC units should submit map requests accordingly.

9-7 OPSEC. Upon mobilization, no information should be divulged to persons outside the RC unit and chain of command. The following essential elements of friendly information (EEFI) must be protected. EEFI are not to be disclosed over nonsecure communications nor discussed outside controlled area.

a. Classified information or information believed to be classified.

b. Unit designations associated with dates of arrival.

c. Unit readiness status.

d. Information dealing with Tonnage and cubic feet requirements or cargo/method of shipment/port of embarkation may be discussed over the telephone as long as it is never associated with the unit designations.

e. Personnel strengths, critical MOS shortages, and any problems involving personnel flow or cross-leveling.

f. Logistics:

(1) War Reserve Stock equipment problems, total numbers and locations.

(2) Equipment cross-leveling problems.

(3) Ammunition supplies shortages or problem areas.

(4) Supply requisition problems for deployed units, type of equipment, and total numbers.

(5) Unusually large logistical support requirements and total numbers.

(6) Critical item shortages, type and total numbers.

(7) Nuclear weapons problems, type, number and locations.

(8) Location of sensitive items (nuclear, chemical, etc.).

(9) Unique equipment necessary to accomplish the mission (cold weather gear, jungle equipment).

(10) BBPCT requirements which may reveal problems, type and location.

g. Movements:

(1) Arrival dates of incoming units.

(2) Departure dates of deploying units.

(3) Destinations-Specific areas such as NORTHAG will not be discussed. However, ports of embarkation may be discussed. Ports of debarkation are classified.

h. Intelligence:

- (1) Technical intelligence reports.
- (2) CI estimates.
- (3) OPSEC problem areas.
- (4) Intelligence support to the combat mission.

i. Installation/Training:

- (1) Critical shortages which affect support to incoming units.
- (2) Installation vulnerability to sabotage or espionage.
- (3) Specific training that may reveal the mission or lack of capability to train in specific areas because of equipment shortages, lack of expertise, etc.

j. Operations:

- (1) Unique/critical missions peculiar to specific type units.
- (2) Nuclear capabilities and employment.
- (3) CBR defense capabilities.
- (4) Methods of operation and capabilities of organizations.

k. Other information to be published upon mobilization.

9-8 COUNTERINTELLIGENCE SUPPORT. Security Division will be prepared to support mobilizing RC units as follows:

- a. Conduct the required Subversion and Espionage Directed Against the US Army (SAEDA) briefings.
- b. Provide threat briefings, which include the local and deploying area situation, weather, and local terrorist threat.

9-9 INTELLIGENCE TRAINING. Postmobilization intelligence training is an RCU commander responsibility. Units should focus on the following areas when conducting this training: Information Security (AR 380-5), OPSEC (AR 530-1), SIGSEC (AR 530-2), and SAEDA (AR 381-12).

9-10 PRIORITY INTELLIGENCE REQUIREMENTS (PIR). Upon mobilization, RCU commanders should issue to their subordinate elements the PIR listed below. Subordinate commanders should ensure that all unit personnel are familiar with the PIR. Information obtained in response to the PIR should be furnished to Security Division in an expedited manner.

- a. Who are the personnel who may be instrumental in activities designed to lead to actions or conditions inimical to US interests?
- b. When will attempts be made to sabotage equipment and installations?

- c. What attempts will be made to sabotage US equipment and installations?
- d. What are the vulnerabilities of key personnel who may be expected to conduct or supervise adverse action against the US?
- e. Where are the centers of operation or communications of anti-US personnel or activities?
- f. What are the capabilities of enemy forces for disrupting or interfering with communications during mobilization?
- g. What means will enemy forces employ to detect location, identification, and movement of US forces upon mobilization?
- h. What are the patterns and capabilities of hostile reconnaissance, intelligence collection and counterintelligence activities?
- i. What capabilities exist by the enemy forces to employ audio surveillance devices to acquire information of intelligence value?
- j. What friendly vulnerabilities will be exploited during mobilization and deployment?

9-11 REPORTING OF INCIDENTS/EVENTS.

- a. Units, which become aware of a reportable incident or event, are requested to report all available facts through command channels to Security Division. Reportable events may be related to specific Essential Elements of Information (EEI), protest activity, espionage, sabotage, or any other information that might affect the command mission. Reports will be submitted as soon as practicable. Follow-up reports will be submitted as the situation develops. Transmission of reports will be by the most expeditious means consistent with security requirements and the urgency of the situation.
- b. General intelligence received in this headquarters from those reports may be the basis for major tactical and strategic decisions; therefore, it is imperative that the most accurate and current information be reported. Commands concerned should report information immediately, even though it might be incomplete or not verified. When such information is reported, a statement as to the lack of confirmation should be included.

CHAPTER 10

TRAINING

POC: Chief, Mobilization and Deployment Planning Branch, G3

TEL: (DSN) 691-2850
(CML) (719) 526-2850
(FAX) x2868

10-1 GENERAL. Training of RC unit personnel is a command responsibility. The MS will provide training support to all units mobilizing at Fort Carson within constraints of available resources and time. Priority for use of facilities and resources will be based on deployment date and unit readiness. FORSCOM Reg. 500-3-3 (RCU Commander's Handbook) details the guidance on postmobilization training.

10-2 POSTMOBILIZATION TRAINING AND SUPPORT REQUIREMENTS (PTSR).

- a. In accordance with guidance provided in FORSCOM Reg. 500-3-3, RCU commanders are required to submit a PTSR, through channels, on an annual basis, as of 30 September or within 45 days after a major MTOE change/reorganization or change of designated MS.
- b. The PTSR (FORSCOM Form 319-R) is the single document the Mobilization Station has for planning allocation of resources during mobilization. RCU commanders should exercise great care in the preparation of the PTSR. Use of the remark section of the PTSR will greatly aid MS planners. It is imperative that unit advance parties arrive at the MS with an updated and comprehensive PTSR.
- c. Data contained in the PTSR for ranges and training areas is sufficient to schedule your unit to train at Fort Carson. Based upon input by RCU commanders, ranges and training areas will be scheduled to accommodate the unit's training program. A training resource management meeting will be held in the Range Control Conference Room to resolve conflicts in allocation of training resources.

10-3 REGIONAL TRAINING SUPPORT CENTER (RTSC) PROPERTY.

- a. Units with Fort Carson as Support Installation:
 - (1) Provide the advance party with a list of Regional Training Support Center (RTSC) property it intends to return; materials currently on loan from Fort Carson RTSC should accompany the main body to Fort Carson.
 - (2) Prepare adjustment documents IAW AR 735-11 for lost, damaged and destroyed RTSC property.
 - (3) If needed, provide the advance party with two copies of an updated RTSC Signature Card, DA Form 1687 (Notice of Delegation of Authority).

b. Units with other installations as Support Installation:

- (1) Comply with support installation's plan for disposition of RTSC property.
- (2) Provide advance party with two copies of a RTSC signature card, DA Form 1687 (Notice of Delegation of Authority).
- (3) Review and comply with FC and 4D Reg. 385-63.

10-4 POINTS OF CONTACT (POCs).

<u>Activity/Section</u>	<u>Bldg</u>	DSN 691-XXXX <u>CML (719) 526-XXXX</u>
G3	1430	2159/2150
OPCEN	1430	5914/5915/5916/5922
Training Div	1430	3956/1291
Ammunition	1430	2991
Range Ctrl		9717/5597/4476
Regional Tng Spt Ctr	1230	2249/2851/2950
Mob Branch	1430	2850
Readiness Officer (GCCS)	1430	9448/2999

CHAPTER 11

LOGISTICS

POC: Chief, Logistics Management Division (LMD), Directorate of Logistics

TEL: (DSN) 691-3154/2671
(CML) (719) 526-3154/2671

11-1 GENERAL. This chapter has been developed by the Directorate of Logistics (DOL), Fort Carson to assist reserve component units in logistical planning and preparation for mobilization and deployment from Fort Carson. It is designed as an easy-to-use reference that will answer many of your questions. Of course, a handbook of this nature cannot contain the answer to every possible question, and is not intended to replace other governing directives. Mobilized units must be familiar with provisions of applicable Army, FORSCOM, and Fort Carson directives and publications. However, should you need more detailed information, this guide will tell you where to find the answer. Not all procedures in this packet will apply on a Partial or PSRC mobilization.

11-2 References. Related publications are listed below:

- a. FORSCOM Reg 55-1, Unit Movement Planning.
- b. FC Reg 55-1, Arrival/Departure Airfield Control Group (A/DACG), Arrival/Departure Rail Control Group (A/DRCG)
- c. FC Reg 220-10, Deployment Operations.
- d. TB 55-46-1, Standard Characteristics for Transportability of Military Vehicles and Other Outsize/Overweight Equipment
- e. FORSCOM Letter, AFOP-FDO, subject: FORSCOM CTA Premobilization/Deployment and Storage Policy, 22 March 1984
- f. FORMDEPS, Volume III, Part 3, Chapter 4, Reserve Unit Commanders Handbook
- g. FORSCOM Reg 700-3, Ammunition Basic Load
- h. National Guard Ammunition Handbook

11-3 CUSTOMER ASSISTANCE OFFICE.

- a. The Supply Management Branch (SMB) operates a Customer Assistance/Information Office to assist supported and mobilizing units with supply and service requirements. Assistance will encompass all facets of supply and service support, to include automated supply processing procedures/systems, problem solving and assistance with supply acquisition, receiving/issue actions, documenting, and supply delivery. Customer Assistance, ext 9105, Bldg 237, Fax 9073.
- b. Before departure from HS, mobilized units will coordinate with the Customer Assistance Office to jointly determine what supply due-outs should be canceled and what requisitions should remain valid and transshipped to the MS. Certain items will not be canceled, i.e., special sized clothing, orthopedic items, and similar items.

- c. Customer Assistance can provide additional guidance in preparing requisitions for shortages.
- d. Mobilized units will furnish a copy of the PLL/ASL to Customer Assistance accompanied by requisitions for shortages, typically during inprocessing at the MUIC.
- e. Customer Assistance personnel can provide guidance or assistance in the following areas:
 - (1) Development Army Readiness Mobilization System (DARMS).
 - (2) Standard Army Retail Supply System (SARSS).
 - (3) The overall PLL/ASL operations of customers directly serviced by the DOL.
 - (4) Reconciliation of Due-Out reports to include distribution and assisting customers in reconciling.

11-4 CLASSES OF SUPPLY. This section has been prepared to assist deploying unit commanders in mobilization planning, and provides minimum essential guidance for preparations and documentation necessary during inprocessing of the units' advance party. Primary coordination will be through the Logistics Station in the MUIC. Other POCs are provided below for information.

- a. Class I will be provided to units mobilizing at Fort Carson by Troop Issue Subsistence Activity (TISA). The units should already have Signature Card (DD Form 577) and a Request for Issue or Turn-in (DD Form 1150) prepared for "To Accompany Troop" (TAT) and in-flight "Meals, Ready-to-Eat (MREs). Point of contact is Chief, TISA, Bldg 350, ext 2873/5555. Subsistence for mobilizing troops at Fort Carson awaiting validation and deployment will be provided/coordinated by S-4, Garrison Support Command.
- b. Class II (CTA 50 Supplies, Consumable and Expendables):
 - (1) CTA 50-900 (Clothing and Individual Equipment including Chemical Defense Equipment (CDE)) will be issued by the Central Issue Facility (CIF). The units should have their requirements for uniforms/CDE, to include size and quantity and completed Notice of Authority - Request for Supplies (DD Form 1687) ready to provide the CIF. Excess equipment will be turned in to the CIF, Bldg 234, ext 4057.
 - (2) CTA 50-909 (Field and Garrison Furnishing and Equipment) will be obtained by submitting a Request for Issue to the Consolidated Installation Property Book Officer (CIPBO), Bldg 402, ext 2615/3508.
 - (3) CTA 50-970 (Expendable/Durable Items except medical, Class V, Repair Parts and Heraldic Items) will be obtained by submitting a request for issue to the supporting organization's Property Book Officer or the CIPBO as appropriate.
 - (4) Fort Carson does not operate a Self Service Supply Center (SSSC). Requirements for consumable items will be met through local purchase in coordination with the Garrison Support Command.
 - (5) Commanders of mobilizing units, to the extent practicable, will comply with FORSCOM Letter, AFOP-FDO, subject: FORSCOM CTA Premobilization, Deployment and Storage Policy, 22 March 1984. This letter directs the peacetime purchase and storage of selected CTA items for use during emergency and contingency conditions.

c. Class III (POL). Refer to Chapter 4, FORSCOM Reg 500-3-3. Ensure DA Forms 1687, 3161 and 2765-1 are prepared for use by the advance party. The DOL is responsible for POL upon mobilization. Issues of bulk fuel will be on a DA Form 3161 and package POL issue will be on a DA Form 2765-1. Point of contact is Supply Management Branch, DOL, Bldg 237, ext 9072.

d. Class IV (Construction/Base Materials). DOL will maintain and issue all blocking, bracing, packing and crating materials for units mobilizing at Fort Carson. Point of contact is Chief, BBPCT, Bldg 404/405, ext 3455/4442.

(1) The appropriate STARC/USPFO will accomplish planning requirements for the ARNG.

(2) The designated SI will accomplish planning requirements for USAR units when such planning is not within the RSC/GOCOM capability.

(3) The source of acquisition of necessary BBPCT materials for mobilizing RC unit movement from HS to MS will be included in each unit's movement plan or mobilization files.

e. Class V (Ammunition). The Ammunition Storage Point (ASP) will provide assistance in all facets of ammunition/explosives service support to units mobilizing at Fort Carson. The ASP will provide storage and timely issue of To-Accompany-Troops (TAT) Ammunition Basic Load (ABL) per FORSCOM Reg 700-3. Note: AMC will deliver the balance of Ammunition Basic Load (ABL minus TAT) to the unit in theater. Point of contact is Chief, ASP, Bldg 9370, ext 4381/3781.

f. Class VII (Major End Items). Cross-leveling of Class VII assets for the Reserve units will be done through the use of the Mobilization Equipment Redistribution System (MOBERS). The National Guard units will be required to provide a shortage list upon activation to the Supply Management Branch (SMB) DOL. All units will submit DA Form 2765-1 for issue to the Chief, SMB, Building 237 ext 9086/9087.

g. Class VIII (Medical Supplies). All Class VIII requirements will be addressed to the S-4, Garrison Support Command representative in the MUIC during inprocessing for the advance party.

h. Class IX (Repair Parts). Repair parts will be received for the units mobilizing at Fort Carson. Supplementary addressees will be changed from HS to MS through the user, or the Department of Defense Activity Address Code (DODAAC) Edit and Validation System (DEVS). Additional requests will be submitted using DA Form 2765-1 to the Chief, SMB, Bldg 237, ext 9086/9087.

11-5 LAUNDRY/DRY CLEANING.

a. All units will submit soiled laundry and dry cleaning items to the contractor's receiving clerks, located at the receiving section of Building 109, for three-day service.

b. Organizations will make deliveries and pickups in accordance with procedures established by the commercial contractor and the Contracting Officer's Representative (COR), Building 109, extension 8803.

c. All items to be laundered and/or dry cleaned shall be accompanied by three copies of laundry list, DA Form 1974, for laundry service and three copies of dry cleaning list, DA Form 2707, for three day service.

d. Sheets, pillowcases, mattress covers, blankets, bedspreads, sleeping bags, etc., shall be laid flat on counting table and counted by the organization's delivery personnel in the presence of the contractor's receiving clerk. Same procedure shall be followed for the counting and verification of all other items. The count is entered on DA Form 1974 or DA Form 2707.

- e. At the time that the count is verified on the DA Form 1974 or DA Form 2707, the number of unserviceable items will be identified on the forms.
- f. Laundry receiving clerks shall sign all copies of DA Form 1974 or DA Form 2707. Original forms will be retained by commercial laundry contractor, one copy will be given to the organization, and one copy will be forwarded to the Contracting Officer's Representative (COR).
- g. All units will pick up their serviced laundry at the laundry contractor's pickup/delivery point, located in Building 109. The organization representative will present his copy of DA Form 1974 or DA Form 2707 to the contractor's issuing clerk. The issuing clerk will verify the copy with the original forms, and the unit representative will verify count and sign the original forms. The issuing clerk will then verify that signature with that on the DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). This form is on file at the laundry pickup/delivery point. After verification of the signature, the serviced laundry will be issued. The unit's copy of DA Form 1974 or DA Form 2707 will be retained by contractor's personnel.
- h. No serviced laundry or dry cleaning will be issued without the organization's copy of DA Form 1974 or DA Form 2707. If the organization does not have their copy of DA Form 1974 or 2707, a memorandum or letter must be submitted to the laundry contractor's manager. The request must state the nomenclature and number of items to be picked up and must be signed by the unit's commanding officer.
- i. All units will be required to submit two copies of DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) to the contractor's administrative section, located in Building 109. Both copies will be stamped and verified by the contractor's administrative representative. One copy will be retained by the laundry shipping/receiving clerk, and one copy will be retained by the dry cleaning shipping/receiving clerk.
- j. No serviced laundry or dry cleaning will be issued to persons not listed on DA Form 1687. Only authorized persons will be allowed to sign for and pick up serviced laundry and dry cleaning items.

11-6 MAINTENANCE.

- a. Prior to movement to a railhead or airport for deployment to an overseas destination, vehicles of mobilized units will be inspected for validation as "fully mission capable" (FMC) by the DOL Maintenance Division, Bldg 8000. Inspections will be scheduled by an Installation Maintenance Management Office (IMMO) representative when units inprocess through the MUIC. . Vehicle components found defective will be repaired or replaced as necessary with augmentation of unit personnel, if available. All vehicles will be FMC prior to being released from Bldg 8000.
- b. Vehicles designated for deployment should be loaded/packed only after the vehicle(s) have completed the inspection/repair process.
- c. Vehicles that have Class 2 or 3 leaks (non-fuel) from any location, i.e., engine, radiator, transmission, differential case, etc., and/or all classes of fuel leaks will not be loaded aboard any aircraft or vessel bound for an overseas destination.
- d. If transport is by aircraft, the vehicles must be convoyed to the airport. Leaks may develop and minor repairs may have to be accomplished prior to loading the vehicle onto the aircraft at Peterson Air Force Base, CO. Maintenance Division will have a mechanic w/tool box available at the airport.
- e. If transport is by vessel, the vehicles are convoyed to the railhead, transported by rail to the port and then convoyed from the port railhead to the ship. Leaks may develop and minor repairs may have

to be accomplished prior to loading the vehicle onto the vessel. Units must be prepared with tools and qualified personnel to perform any such repairs.

f. Point of Contact for inspections and repairs is the IMMO representative at the MUIC ("Maintenance" sub-station) or at BLDG 8000, ext 2163. The IMMO representative will coordinate and schedule all maintenance and inspection requirements with the DOL maintenance activity.

11-7 TRANSPORTATION.

a. Unit Movement Data (UMD).

(1) The Computer Movement Planning and Status System (COMPASS) is a computer assisted activity designated to provide movement planning aids to Active Component (AC) and Reserve Component (RC) units and activities. This system maintains unit movement data for use in mobilization and deployment transportation planning.

(2) The Automated Unit Equipment List (AUEL) is produced by the FORSCOM COMPASS. Validated UMD is sent from the unit to the ITO Unit Movement Coordinator (UMC), Bldg 847, who in turn, sends it to FORSCOM. The information is processed by computer, which produces the AUEL report.

(3) Detailed guidance on how to prepare and submit UMD to FORSCOM is outlined in FORSCOM Reg 55-2.

(4) All Fort Carson units and those Reserve Component units (RCU) that mobilize at Fort Carson or that Fort Carson is the Coordinating/Support Installation for, will maintain current COMPASS data IAW AR 220-10 and FORSCOM Reg 55-2.

b. Installation Transportation Officer (I TO) Responsibilities:

(1) Review unit deployment documentation.

(2) Coordinate for all required airlift, rail, truck, and/or bus transportation from Fort Carson to the POE.

(3) Alert servicing railroads of impending movement and request routing from Military Traffic Management Command (MTMC), or utilize MTMC Pinion Canyon Standing Route Order, on the basis of the updated movement plans.

(4) Assign Transportation Control Number (TCN).

(5) Approve final rail load plans.

(6) Order railcars on the basis of the data contained in final rail load plans.

(7) Brief unit personnel on rail or commercial linehaul movement procedures, if applicable.

(8) Arrange for movement of general freight upon presentation of shipping documents (DD Form 1348-1) for items to be shipped with fund cite. Assistance in preparation of DD Form 1348-1 will be provided upon request.

(9) Provide passenger movement support (individual and group) upon presentation of orders with fund cite.

c. Deploying Units' Responsibilities:

- (1) All units will establish and maintain an air movement plan for all personnel, baggage, vehicles, containers, pallets, and equipment to be deployed by air. It is essential that units plan, coordinate, and conduct training to validate unit air movement operations and to prepare unit personnel to accomplish required tasks to standard. Training should include forward and reverse operations on incline planes.
- (2) In coordination with the ITO, Provost Marshal (PM), and the Departure Rail control Group (DRCG), publish a movement table and an order for movement from the unit area to the rail head, assist in preparation of load plans, establish a traffic circulation plan and coordinate transportation support to include material handling equipment (MHE).
- (3) In coordination with the ITO and DRCG, issue movement instructions and develop movement from marshaling area to the railhead.
- (4) Perform safety briefing/orientation prior to rail operation commencement.
- (5) Prepare and present DD Form 1348-1 with fund cite or orders with fund cite to the ITO (Freight Movements Section) when requesting movement of general freight.
- (6) Present orders with fund cite to the ITO (Passenger Movement Section) when requesting passenger movement support (individual or group).

IMPORTANT:

Your AUEL/Unit Movement Data (UMD) is the foundation source document by which all surface transport is arranged including sealift. Errors/shortfalls/excesses reported in this document will be carried into all subsequent documents and actions. **MAKE SURE IT IS COMPLETE AND ACCURATE!!** AUEL/Unit Movement data must be updated IAW FORSCOM 55-2.

Your first action upon arrival at Fort Carson should be for your Unit Movement Officer (UMO) to visit the ITO and validate the AUEL/UMD.

- d. Point of Contact for AUEL/UMD is Unit Movement Coordinator, ITO, ext 1159/5676, Bldg 847.

11-8 AIR DEPLOYMENT OF AMMUNITION AND EXPLOSIVES.

- a. Procedures for deploying units to transport Class 1,4 ammunition to-accompany-troops (TAT) .50 cal. and below (40mm is not authorized on aircraft) to the APOE are as follows:

- (1) Unit submits Ammunition Request, DA Form 581 to Ammunition Supply Point (ASP), Fort Carson, CO.
- (2) Unit submits Signature Card, DA Form 1687, to ASP to be kept on file. (DA 581 request and DA 1687 may be collected during inprocessing at the MUIC.)
- (3) When scheduled, unit reports to ASP, Bldg 9370 to pick up ammunition. Individual on signature card must sign for ammunition. Vehicles receive a safety inspection, unit loads ammunition and moves it from Fort Carson to the APOE. Safety and firefighting instructions are provided by the Outbound Freight Section, Bldg 847. (NOTE: Dual drivers required)

(4) If the deploying unit needs a larger transport vehicle, coordinate for appropriate vehicle with the Arrival/Departure Air Control Group (A/DACG) Supervisor listed below. The individual on the unit's signature card must go with the A/DACG driver or the driver from Garrison Support Command to draw/sign for the ammunition.

(5) If the quantity of ammunition requires a 463L pallet, the unit will coordinate with the A/DACG Supervisor. A 463L pallet will be taken to and loaded by personnel employed by DOL, at the ASP.

(6) There are no requirements at Fort Carson for inspection or escort of Class 1,4 ammunition from Peterson Air Force Base gate to Bldg 123.

b. Ammunition ready racks located on various tracked vehicles will not be utilized during air movement. All ammunition will be in containers, trailers/trucks, or will be palletized.

c. Ammunition will not be carried in the chamber of any weapon, nor will it be carried in clips or magazines inserted in weapons aboard Air Force aircraft. Ammunition not carried as cargo will be under close supervision of the Chalk Commander and not in the hands of individual troops. The Aircraft Commander, through the loadmaster, will be apprised of any ammunition aboard the airplane.

d. Personnel assigned to guard security equipment requiring loaded weapons should be identified and their presence made known to the aircraft commander.

e. Point of Contact for Class 1,4 Ammo moving to PAFB is Chief, A/DACG, Bldg 847, ext 1161/1162.

11-9 MOVEMENT PLANNING.

a. Concept. Most equipment destined for overseas locations during a major deployment will be moved by rail and water. Some equipment will move by air. Planning must emphasize efficient use of all out-loading procedures. The planning procedures required by all movement directives are designed to provide maximum flexibility while minimizing the administrative workload in the execution of the movement.

b. Planning Procedures. Movement planning will be done by units IAW the technical guidance provided to them by the ITO, Unit Movement Coordinator (UMC) or the Unit Movement Office supervisor.

(1) Vehicles built up, as directed by the Modification Table of Organization and Equipment (MTOE), that will exceed the reduced configuration IAW TB 55-46-1, requires a waiver, to be submitted by the unit to MTMC in order to be transported on commercial conveyances, vessels or military aircraft. Approval must be granted by the Military Traffic Management Command-Transportation Engineering Agency (MTMCTEA) through FORSCOM. Cargo vehicles with items such as fuel pods or communication shelters attached may be shipped in that configuration. Loading of vehicles, trailers, containers or any other cargo carrier in excess of the rated cargo capability is strictly prohibited.

(2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, dead batteries, etc., repair/replace as appropriate.

(3) Complete FORSCOM 285-R, Vehicle/Container Load Plan, for all cargo vehicles and DD Form 1750, Packing List for containers loaded, IAW instructions contained on reverse of form, utilizing FM 55-65 and TB 55-46-1 as source documents. This form is designed to assist the unit

in planning vehicle and container loads, and for recording the contents of loaded vehicles and containers. These forms must be given to the ITO before loading can begin.

(4) Complete FORSCOM 285-5-R, Rail Load Plan (if applicable), IAW instructions contained on reverse of FORSCOM 285-R. The format of this rail load plan form is designed to assist the unit in planning and to provide a source document to ITO, for determination of rail equipment requirements, completion of the Government Bill of Lading, and to provide a source document to DOL Blocking, Bracing, Packing, Crating and Tie Down (BBPCT) shop for determination of tie down and blocking and bracing requirements.

(5) Vehicles with a cargo carrying capability will be loaded with unit cargo to maximum extent possible (secondary loads).

c. Execution. The following is the anticipated sequence of transportation actions to be accomplished for deployment:

(1) Alerted deploying unit will furnish name and telephone number of designated unit movement officer (UMO) to the following:

(a) Installation Transportation Officer (ITO) ext 1144/1143, Bldg 847.

(b) Movement Control Center (MCC) ext 1146/1159, Bldg 847.

(c) Installation Operations Center (OPCEN) ext 5914/5915.

(2) Verify and update AUEL (Automated Unit Equipment List) with ITO personnel.

(3) The unit will inspect vehicles to ensure serviceability of lifting shackles, canvas, etc., and repair/replace as appropriate.

(4) The unit will prepare Packing Lists, DD Form 1750, for each container IAW AR 220-10. The unit places one copy within the container, one copy to ITO, outside the container in a waterproof envelope, and retains remaining copies for unit records or advance party.

(5) The unit will load vehicles, pallets, containers and MILVANS (20 foot only) IAW the Vehicle/Container Load Plan and prepare them for shipment IAW AR 220-10, FM 55-65, or the appropriate end item TM and movement instructions.

(6) Appropriate blocking, bracing, packing, crating and tie down (BBPCT) material for use in loading vehicles, pallets or containers is obtained from Chief, BBPCT, Bldg 404/405, ext 3455/6137.

(7) Commanders will ensure that the following actions are taken prior to departing the unit motor pools.

(a) Vehicles will be reduced to lowest configuration for shipment IAW TB 55-46-1 except for vehicles authorized mission loads approved by ITO. Cargo vehicles will be reduced to side rack height. Unit Movement Officer will ensure that vehicle load plans and vehicle reduction is done IAW the dimensions set forth in TB 55-46-1.

(b) Side mirrors will be folded down, back or removed.

(c) Bows and antennae will be secured in the cargo compartment.

(d) All tools and equipment will be boxed and secured in the cargo compartment except for lifting shackles, which must be installed.

(e) Log books and manuals will be secured in each vehicle.

(f) All Fuel tanks must be three-quarters full unless deploying by air. See the A/DACG supervisor for guidance.

(g) Cargo will be secured to prevent movement. Canvas will then be placed over the cargo compartment and secured.

(h) Pallets will be "squared off" to facilitate stacking.

(i) All POL tankers will be drained and purged if necessary. If purged, a purging certificate must be affixed to the tanker.

(j) Metal-to-metal contact is not authorized.

(k) FIRE EXTINGUISHERS: One fire extinguisher permanently mounted in and belonging to a deploying vehicle is authorized without hazardous identification. All other fire extinguishers in that vehicle will be considered freight and shall be identified as hazardous material.

(l) Hazardous Materials: All hazardous material must be identified, boxed, marked, labeled and documentation completed. Common hazards include:

- lithium batteries
- used fuel cans
- anything with a flash point NTE 141° F.
- propane; liquefied gas
- MRE heaters not in original box.

Insure hazardous materials certifying personnel sign documentation and follow the correct regulations for the mode of travel.

(8) The unit will furnish rail-loading personnel.

(9) When railcars are loaded, the ITO will annotate the Rail Load Plans with the actual load data not previously recorded on the load plan i.e.; vehicle bumper numbers and railcar number, length and capacity (located on each side of each railcar).

(10) The unit will retain completed copies of the following documents for inventory of equipment and supplies at destination.

(a) Packing Lists (DD Form 1750).

(b) Rail Load Plan, FC Form 1567.

(c) Vehicle/Container Load Plans, FORSCOM 285-R.

(d) Transportation and Control Movement Document (TCMD), DD Form 1384.

(11) All blank forms discussed in this handbook are available through DOIM Publications Branch.

d. Rail Movement Schedule.

- (1) DAY 1 - Marshal Vehicles.
- (2) DAY 2 - Move to Rail Load Site.

e. Rail Car Load Planning.

- (1) Rail car load planning will be done by the units in coordination with the planning by the ITO's Unit Movement Coordinator (UMC) or the Unit Movement Office supervisor.
- (2) Detailed rail planning guidance is contained in Appendix 5 to Annex G, Fort Carson Deployment SOP. The rail movement's portion of the movement plan will include:
 - (a) Vehicle/Container Load Plan (FORSCOM Form 285-R).
 - (b) Container Packing List (DD Form 1750).
 - (c) Rail Load Plan (FORSCOM Form 285-5-R).
 - (d) Blocking and Bracing Material Requirements (Track/Wheeled Vehicles).
 - (e) Accompanying equipment and supplies (less TAT, sensitive, and dangerous "hazardous" cargo) will be moved on cargo vehicles to fully occupy cargo capability to the maximum extent possible. Excess secondary load capability should be utilized by loading cargo in Trailer-On-FlatCar (TOFC) compatible trailers.
 - (f) Sensitive items, such as communication-electronics equipment and weapons will be consolidated and secured in containers (requested through the ITO) and loaded on rail cars with container doors facing in.
 - (g) Cargo in excess of organic cargo vehicle capacity or which cannot be safely secured in cargo vehicles will be moved separately. Such must be containerized or palletized to preclude damage or pilferage during transportation. Container inserts should be used to pack and load containers.

f. Spanners.

- (1) Metal spanners are used to bridge one rail to another. Short spanners (7 foot) are for cars with short drawbars, and long spanners (12 foot) are for cars with long drawbars (see below).
- (2) Spanners are obtained from Chief, BBPCT, Bldg 404/405, ext 3455/6137.

g. Draw Bars (Rail Car Couplers).

- (1) SHORT DRAWBARS: Length of the draw bar at each end of the car is approximately 3 feet. Normally you do not need spanners for loading tracked vehicles when there are short drawbars.
- (2) LONG DRAWBARS: Length of the draw bar at each end of the car is approximately 6 feet. All vehicles to be loaded will require spanners.

h. Safety Procedures for Rail Loading.

(1) ONLY TRAINED, EXPERIENCED DRIVERS QUALIFIED IN THE VEHICLE TYPE SHOULD BE USED FOR RAIL LOADING.

(2) Give briefing on safety and proper ground guide procedures BEFORE loading.

(3) Emergency medical support with a vehicle available for evacuation IS MANDATORY DURING ALL RAIL LOADING OPERATIONS.

(4) Ensure adequate protective clothing is required at rail loading site. (Headgear (hard hat), Gloves, Eye protection).

(5) There will be no horseplay on or near railcars.

(6) Personnel will stay clear of railcars while they are docking or moving.

(7) Railcars and ramp must be cleared of debris, snow and ice.

(8) Lightning striking rail may travel miles down the rail. DO NOT remain on or near railcars during an electrical storm.

(9) If the railcars start moving, STOP all loading until the engine can secure the cars.

(10) Do not move between or underneath rail cars.

(11) Ground Guides. Each vehicle being rail-loaded will have a minimum of two ground guides and drivers. All ground guides will receive a safety briefing before loading can begin.

(12) Drivers will not move vehicles except under the direct guidance of the main ground guide.

(13) Ground guides will avoid being on the same railcar with a moving vehicle. When spotting the vehicle on the final car the guide will take action to ensure he/she is not pinned between the two vehicles.

(14) Three ground guides per vehicle crossing spanners -- one on the railcar and the other two on either side of the railcar.

(15) At no time will the guide walk backward on a railcar.

(16) Ground guides on each side of the railcar will be approximately 5 feet from the vehicle traversing the railcar.

(17) Only the front guide (the one on top of the railcar) will control the movement of the vehicle being loaded. Never try to guide a vehicle unless you are looking at the vehicle being guided.

(18) Ground guides must watch problems and take their task seriously while loading. No, we do not expect you to catch a vehicle falling from a railcar.

(19) No one but the driver will ride in or on a vehicle while it is being loaded.

(20) Work gloves should be worn when working with tie-down equipment.

- (21) Ensure that all proper precautions are observed when using MHE and cranes for loading cargo on railcars.
- (22) Spanners must be placed with the kick plate in the direction of travel and not on top of brake wheels on the railcar.
- (23) Spanners on the upper decks of multi-level cars must be chained in place and blocked to prevent excess movement.
- (24) Vehicles should be in four or all-wheel drive low range to eliminate "pushing" spanners with the front wheels.
- (25) Vehicles WILL NOT STOP, TURN OR STEER while on spanners. Spanners can break or twist off railcars.
- (26) Strictly limit the use of POVs in the rail loading areas because of limited parking and troop control problems and to limit U.S. Government liability.

i. Hints For Successful Rail Loading Operations.

- (1) Proper marshaling of vehicles ensuring that they are in load sequence and so marked PRIOR to movement to rail head area.
- (2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, dead batteries, etc., repair/replace as appropriate.
- (3) Prepare equipment prior to marshaling to include:
 - (a) Shackles are installed on vehicles.
 - (b) Bows and canvas are down and all cargo secured.
 - (c) Mirrors folded down/or removed.
- (4) Accurate weight and cube should be marked on green tape with black grease pencil on the side of each vehicle and trailer. Vehicles will be weighed during the marshaling sequence.
- (5) Movement instruction for movement from the unit area to the scale house (Bldg 8025), to the marshaling area, and then to the railhead will be strictly adhered to.
- (6) When moving from the marshaling area to the railhead VEHICLES WILL STAY IN THEIR ASSIGNED SEQUENCE. If you do not, the rail load plan could fail.
- (7) Check railcars for serviceability and cleanliness. Report any deficiencies to ITO.
- (8) Inspect track area for cleanliness. Report any deficiencies to ITO. LEAVE TRACK AREA CLEAN.
- (9) Draw appropriate BBPCT from Chief, BBPCT, Bldg 404/405, ext 3455/4442.
- (10) Ensure troops are properly dressed for the weather.
- (11) Deploying units are reminded to strictly follow the routes given to them in the marshaling movement order.

11-10 POINTS OF CONTACT.

<u>ACTIVITY/SECTION</u>	<u>BLDG NO</u>	<u>DSN 691- CML (719) 526-</u>
Accountable Officer (SMB)	237	9086/9087
Aircraft Maint Officer	604	3739
Ammunition Supply Point (ASP)	9370	4381
Army Oil Analysis Lab (AOAP)	8000	4991
Army Oil Analysis Program (AOAP)	8000	2163/4360
Bulk Petroleum Manager	237	9072
Central Issue Facility (CIF)	234	5512/4057
Central Receiving Point (CRP)	314	3121/4211
Convoy Clearance	847	5676
Customer Assistance Office	237	9091
Directorate of Logistics (DOL)	8000	5504
Food Service Advisor	8000	5160
Movements Brch (Freight & Pax), Chief	847	1146
Inspection and Classification	229	4573/5984
Instal Maint Management Office(IMMO)	8000	2674/3233
Instal Property Book Officer (IPBO)	402	2615
Instal Transportation Officer	847	1143/1144
Laundry/Dry Cleaning (COR)	8000	8803
Logistics Operations Center (Secure)	8000	5425
Maintenance Division	8000	2378
Materiel Management Section (SMB)	237	9064
Mobilization/Plans & Operations	8000	3154/2671
Rail Operations	314	3121
Repair Exchange Activity (RXA)	8100	5481
Reports of Survey	8000	2558
Supply & Services Division	8000	3732
Storage and Distribution	232	6042
Systems Analyst (SARSS)	8000	5784
Transportation Motor Pool (TMP)	301	3071
Troop Issue Subsistence Acty (TISA)	350	2421
Unit Movement Coordinator	847	1159
Vehicle Storage Yard	8006	3883

CHAPTER 12

PUBLIC WORKS

POC: Master Planner, DPW

TEL: (DSN) 691-3038
(CML) (719) 526-3038

12-1 GENERAL INFORMATION. This chapter provides general information about Directorate of Public Works (DPW) services and delineates responsibilities for units mobilizing at and deploying from Fort Carson with respect to engineer support.

12-2 DIRECTORATE OF PUBLIC WORKS (DPW) SERVICES.

- a. Facility Assignment. All real property facilities, except permanent barracks, are managed and assigned by the DPW Facilities and Planning Branch. These include vehicle maintenance, storage, and administrative support buildings. Permanent barracks are managed and assigned by the DPW Housing Division, Billeting Branch. Off-post Non-industrial Facilities (i.e., hotels/motels) are also monitored by DPW.
- b. Maintenance/Repair. DPW provides maintenance and repair services for roads, railroads, airfields, buildings, structures, and real property equipment on Fort Carson. DPW also provides assistance to units desiring to perform maintenance and repair of real property on a self-help basis.
- c. Supplies and Materials. DPW supplies construction materials to support maintenance and repair of real property facilities. Materials used to construct or maintain items other than existing real property facilities will not be funded by DPW. Materials are expected to be very limited. Support to real property facilities will have priority.
- d. Utility Services. DPW provides all utility services and refuse collection. These include gas, electric, and water distribution and sewage collection. The DPW O&M Contractor operates the on-post sewage treatment plant and the sanitary landfill. Dumpsters and portable latrines are contractor-serviced and coordinated through DPW.
- e. Emergency Services. DPW provides fire protection and prevention, to include 24-hour crash/rescue service at Butts Army Airfield as well as emergency medical treatment (EMT) capabilities for Fort Carson and surrounding communities.
- f. Engineering Management Services. DPW must coordinate, review and concur with all construction projects planned at Fort Carson, regardless of project funding source, including minor construction projects. DPW support includes obtaining required site approval for all proposed new facilities.

12-3 MOBILIZING UNIT RESPONSIBILITIES.

- a. Facilities. Commanders or advance party members must coordinate with DPW at the MUIC to arrange for assignment and use of barracks, maintenance, admin and storage facilities. A date/time and location for joint facility inspections will be provided at the MUIC. All joint inspections will be conducted with the unit representatives and DPW Facilities and

Planning Branch personnel, upon both arrival and departure. Unit representatives should allow one hour per building for inventories.

b. Maintenance and Repair. Maintenance and/or renovation of assigned facilities may be requested by each unit by submitting a DA Form 4283 (Facilities Engineer Work Request). Requests for service and correction of breakdowns and repairs, such as turning on heat or fixing broken windows or doors, electrical problems and latrine stoppages or leaks, may be requested by phone by calling the Service Order Desk (extension 6-5345). Work desired by units that would create a new fixture or structure, and major repairs or modification to any real property item, must be requested by submitting a DA Form 4283 at Building 304. Upon receipt of a request, a priority will be assigned, work requested will be reviewed and validated, work scheduled and task accomplished by the DPW O&M Contractor. In addition to the above methods, a unit may choose to perform minor maintenance and repair to improve or maintain their area, using self-help assets. This type of activity requires an approved DA Form 4283 and must be coordinated through DPW Self Help Program personnel, located at Building 217, Extension 6-5165. Routine day to day maintenance and repair may be accomplished through the repair and utilities (R&U) program, also located in building 217, Ext. 6-5165.

Examples of Methods of Accomplishment for Work Items:

<u>Phone Request</u>	<u>DA Form 4283/SELF HELP</u>	<u>R & U</u>
Light switch not operating	Install Partition	Repair floor tile
Commode runs continuously	Install door	Replace light bulb covers
Pipe leaking	Cut door in half	Patch walls
Window broken	Build sidewalk	Replace door locks
Door off hinges	Construct fence	Replace glass
No heat in rooms	Install washer/dryers	Furnace filters
Door lock inoperative	Remove sinks, etc.	Caulk cracks
Roof leaking	Renovate facility	Repair window screens

c. Supplies and Materials. Request for construction supplies and materials will be submitted to the Troop Construction Office, Building 304, extension 6-4204, on a DA Form 2765-1 or DA Form 4283, as appropriate, IAW FC Reg. 420-17; include a document number from the unit. DPW will not fund any materials to be used to construct or repair items, other than real property. Supply of coal for downrange is the responsibility of Range Control, G3.

d. Utility Services. Problems with utilities, such as gas leaks, water and electrical power outages, and broken sewage lines, must be reported to DPW Service Order Desk, Building 6140, Extension 6-5345. Dumpsters and portable latrines to support downrange activities will be coordinated in writing through DPW, Contract Administration and Inspection Branch. "Tent City" areas will be serviced automatically by DPW and will include utility support and servicing of dumpsters and portable latrines.

e. Emergency Services. Emergency services are obtained by calling 9-911. Fire prevention services, including facility inspections, are available at the Fire Prevention Office, Building 526, extensions 6-9355/9355.

f. All other engineer-related matters will be coordinated through the DPW SGM, Building 305, Extension 6-5115, or DPW Operations Office, extension 4-1085.

12-4 DPW POINTS OF CONTACT.

<u>FUNCTION</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>PHONE NO.</u>
Dumpsters/Porta-potties	Contract Inspector	304	6-9241
Fire Department	Fire Chief	526	6-2679
Facility Assignment	Facility Utilization Tech	305	6-9252/9256
Fire Prevention	Fire Prevention	526	6-9354/9355
Form 4283 Submittals	Customer Service Rep	304	6-2867
Other supplies/materials	Supply Clerk	217	6-3987
Repair Order Desk	Repair Order Clerk	6140	6-5345
R&U/Self Help Supplies	Self Help Coordinator	217	6-5165
Utility Problems	Service Order Clerk	6140	6-5345

CHAPTER 13

PUBLIC AFFAIRS

POC: Public Affairs Officer

TEL: (DSN) 691-3420/4143
(CML) (719) 526-3420/4143

13-1 REFERENCES. AR 360-5 Public Information paragraphs 3-39 and 3-40.

13-2 CONTACT WITH NEWS MEDIA.

a. Query Referral. Inquiries from civilian news media concerning any aspect of the operation at home station, prior to movement to Fort Carson, will be answered by the home station Public Affairs Officer, MACOM or DoD Public Affairs. The Fort Carson Public Affairs Office will coordinate responses to civilian media concerning any aspect of the operation while at Fort Carson. Under no circumstances will tenant organization/activities respond to news queries without prior coordination with the PAO. Units mobilizing at Fort Carson should prepare/send a major media list from their home station to/for the PAO.

b. Authorized Response. Units or individuals approached for an on-the-spot interview should use the following statement:

"YOU ARE ASKED TO CONTACT THE FORT CARSON, COLORADO PUBLIC AFFAIRS OFFICE FOR A STATEMENT IN RESPONSE TO YOUR QUESTIONS. THEIR TELEPHONE NUMBER IS (719) 526-4143."

We will receive authorized Public Affairs statement from DA or DoD for the current situation.

c. Media Access. Except for the preceding statement, no other response to civilian news media is authorized. Commanders are encouraged to follow a policy of permitting no contact between their personnel and civilian news media with regard to the five stages of mobilization. Commanders are authorized to deny civilian news media access to home station facilities/grounds and/or within 25 feet of convoys' enroute. Accreditation, coordination and established PA guidance will prevail.

d. POC for the Public Affairs Office on all matters pertaining to releasing information to the Media is the Public Affairs Media Relations Officer at extension DSN 691-4143 or 4027.

13-3 PUBLIC DISCUSSION. This paragraph provides guidance concerning information discussed publicly. Commanders should emphasize this information during unit training.

a. From time of mobilization at home station, units will refer to their higher headquarters for public affairs guidance.

b. The following information must be protected and will never be discussed outside authorized military locations:

(1) Classified information or information believed to be classified.

- (2) Movement from mobilization site to port of embarkation/staging/marshaling areas (dates, time, departure points, means of transportation, troop list, destination).
- (3) Readiness condition of unit for combat (not prepared, short of weapons and personnel, poor quality of leaders, morale, etc.).
- (4) Unit mission/plans concerning employment in combat zone.
- (5) Nuclear weapons (being present, training with, or accidents involving same).
- (6) Special training being conducted (mountain training, desert training, and similar activities).
- (7) Special equipment issued (cold weather clothing, tropical uniforms and the like).
- (8) Other information designated by the commander.

13-4 DISPOSITION OF PUBLIC AFFAIRS DETACHMENTS. Upon the arrival of a Public Affairs Detachment at Fort Carson the unit will immediately contact the PAO. At this time the PAO will briefly review Fort Carson procedures and give a briefing on the present situation as it applies to the Public Affairs mission. At the conclusion, the PA Detachment will immediately be integrated into the working Public Affairs Office to augment the smooth and factual information flow to the media or home station audience.

CHAPTER 14

DENTAL

POC: Commander, Dental Activity, USA DENTAC

TEL: (DSN) 691-2740/2877/2878
(CML) (719) 526-2740/2877/2878

14-1 PURPOSE. Provide RC units with information regarding the dental aspects of mobilization and deployment.

14-2 GENERAL. DENTAC at Fort Carson has two primary objectives:

- a. Provide dental support to active duty population at Fort Carson (including activated Reserve and National Guard personnel).
- b. Provide treatment to prepare the individual and the unit for deployment.

14-3 DENTAL CARE.

- a. Emergencies: Report to the Emergency Room, Evans Army Community Hospital, extension 526-7111.
- b. Dental Sick Call: Specific location will be provided to the unit by the S-1, Garrison Support Command.

14-4 UNIT RESPONSIBILITIES.

- a. All dental records must arrive with the advance party. DENTAC will become the record custodian for the duration of the deployment.
- b. An updated and accurate alpha roster must be provided with the dental records.
- c. All personnel will have an oral screening exam to determine their dental status. Class III individuals will receive expedited care to upgrade them to a deployable status IAW AR 40-3.
- d. All personnel are required to have the following dental documents contained in the Health Record Jacket (DA 3444-2):
 - (1) SF 603 Health Record Dental.
 - (2) DA 5570 Health History.
 - (3) Panograph x-ray - one that represents the current oral condition, and one either on file or in transit to the Central Panograph Storage Facility (CPSF) in Monterey, California.

CHAPTER 15

MEDICAL

POC: Chief, Plans, Operations and Training Division, MEDDAC

TEL: (DSN) 691-5565/2958/3104/3105
(CML) (719) 526-5565/2958/3104/3105

15-1 PURPOSE. Provide RC units with information regarding the medical aspects of mobilization and deployment.

15-2 GENERAL. MEDDAC at Fort Carson has two primary objectives:

- a. Provide needed medical support to active duty population at Fort Carson (including recently activated reserve personnel).
- b. Complete those medical actions that will best prepare the individual and the unit for deployment. These measures may be considered primarily preventative in nature.

15-3 MEDICAL CARE.

- a. Inpatient (Hospitalization): Evans Army Community Hospital (EACH), Bldg. 7500.
- b. Emergencies: Emergency Room, EACH (medical/dental), 526-7111.
- c. Medical Sick Call: Specific location/assignment will be provided to the unit by the S-1, Garrison Support Command.
- d. Emergency Care Enroute. In emergencies, when civilian medical care is obtained without prior MEDDAC/MEDCEN approval, the patient's immediate commander will advise the MEDDAC/MEDCEN having area responsibility without delay that such care is being or has been obtained, so the MEDDAC/MEDCEN may assume administrative responsibility. Generally, the Administrative Officer, HSD of the nearest MEDDAC/MEDCEN should be contacted. Telephone number for Patient Administration, MEDDAC, Fort Carson, CO is commercial: (719) 526-7282/7250; DSN 691-7282/7250.

15-4 UNIT RESPONSIBILITIES.

- a. The advance party will bring a roster indicating those personnel requiring the following:
 - (1) Physicals.
 - (2) Optometry support - glasses, protective mask inserts, etc.
 - (3) Immunizations and type - all personnel must have their immunization (shot) record.
 - (4) HTLV-III antibody screening.
 - (5) List of MS Profiles and their MMRB Status.

b. All units having organic medical personnel authorized must provide the Garrison Support Command, S1 POC at the MUIC a listing of shortages and overages. AMEDD units must provide an updated copy of their Unit Manning Report or the equivalent along with a copy of Section II of their MTOE; this will expedite cross-leveling action, if necessary.

c. All personnel are required to have the following medical documents:

(1) Health Record Jacket containing the following:

(a) SF 93 and SF 88, Physical Examination and Medical History (must be within past 4 years to be valid).

(b) SF 601 (Record of Immunization) or PHS-731 (International Certificate of Vaccination (yellow shot record), indicating current valid status for immunization authorized in peacetime.

(c) A completed DD-771 (Eyewear prescription) or the civilian equivalent for corrective lenses (within 1 year). Current corrective lenses should be available during SRP processing.

(d) Evidence of HIV screening.

(2) Civilian medical records if there is a change in a profile or if it is necessary to establish a profile. During the medical screening process, profiles will be reviewed. Each individual will be given an opportunity to indicate any change in their physical condition since their last military physical examination. Noteworthy conditions are required to be documented in the Health Record. If this is not the case, copies of diagnosis, treatment performed and prognosis should be hand-carried by the individual during the processing. Questionable situations will be scheduled for board action.

d. Logistics (Medical).

(1) FORSCOM Regulation 500-3-3 identifies various required premobilization actions. Within the logistical section, there is the requirement to have pre-prepared requests for supplies/equipment on DA Form 2765-1. All equipment necessary to bring on hand quantity up to Authorized Level of Organization (ALO) is included in this premobilization requirement. All existing due-outs should be canceled at the units' peacetime source of supply and reordered along with all pre-prepared requests at the Mobilization Station. The United States Army Medical Material Agency (USAMMA), in conjunction with the Defense Personnel Support Center (DPSC), can automatically generate requests for all expendables necessary when a Medical Equipment Set (MES) is ordered during mobilization. A single request for an entire hospital can be made, if the entire hospital is needed (all expendables will automatically be ordered). In those cases where a unit has a portion of the needed medical equipment on hand, the remainder must be ordered using the NSN for the MES required (all expendables for the ordered MES will be automatically included). Expendables and other component shortages for all MES currently on hand must be ordered through the Installation Medical Supply Account (IMSA). Units that are Army War Reserve Prepositioned Site (AWRPS) will automatically have an expendable package for their prepositioned MES "pushed" to the prepositioned location by USAMMA/DPSC; AWRPS shortfalls, on hand or still required will be considered IAW the above highlighted procedures. Certain time sensitive information blocks on the DA Form 2765-1 are to be left blank, i.e., document number routing identifier code, cost detail code, price, project code and priority. These blocks are to be completed upon receipt of the mobilization order. Two copies of DA Form 1687 will be required by the IMSA.

(2) An itemized list of medical equipment (nomenclature, NSN, quantity, manufacturer and model) requiring maintenance or calibration will be provided to the Garrison Support Command S4 POC at the MUIC.

e. Optical fabrication through existing channels may not meet time constraints for deployment. RC personnel are authorized to obtain optical inserts for Protective Masks during peacetime, providing they meet the criteria of need. Eyewear prescriptions, military or civilian, should be part of the military health record. RC members should bring their civilian corrective spectacles to the Mobilization Station since the eyeglass prescription can be “read” from the spectacles during SRP inprocessing. Requirements may be determined during inprocessing and forwarded to the appropriate supporting optical laboratory for fabrication. Local contracting for optical fabrication may have to be established. Contact lenses should not be brought to the SRP site.

f. All medical bills incurred by units at Home Station or during movement should be brought to the Mobilization Station. The unit will then submit the medical bill with statement of medical examination and duty status, DA Form 2173 (Line of Duty form) and copy of orders and medical documentation, if any, to Evans Army Community Hospital, Fort Carson, CO 80913-5207.

g. Requests for Incapacitation Pay along with a medical follow-up statement should be brought to the Mobilization Station. Requesting unit must submit a DA Form 2173 statement from a medical source as to the soldier's physical limitation and copies of supporting medical documents.

h. In some cases medical/dental follow-up measures will be required for unit members beyond the SRP site. Unit commanders must consider the follow-up actions as priority actions by ensuring identified soldiers report to designated locations and are on time. This COMMAND EMPHASIS will permit timely assignment of replacement personnel, if the individual is declared nondeployable, and ensure the remainder of the unit is in the best possible physical condition prior to deployment. We will be working against time and with limited resources.

CHAPTER 16

LEGAL SUPPORT

POC: Deputy SJA

TEL: (DSN) 691-5361/5572
(CML) (719) 526-5361/5572

16-1 LEGAL SUPPORT. The Office of the Staff Judge Advocate, Fort Carson, will provide legal support for Reserve Component (RC) units upon arrival at Fort Carson. This support will include the areas of Criminal Law, Claims, Legal Assistance, Administrative Law, and Operational Law. Judge Advocate General Officers assigned to RC units will assist the OSJA, Fort Carson, in supporting their unit(s). All RC units are expected to resolve personal legal problems and needs to the maximum extent possible prior to mobilization.

16-2 APPOINTMENT OF CONVOY CLAIMS OFFICER. Each RC unit commander will ensure that a Convoy Claims Officer has been appointed for his unit and briefed concerning his duties under the provisions of AR 27-20, Claims. Upon notice of mobilization, this officer will immediately establish coordination with the Chief, Fort Carson Claims Office, Commercial (719) 526-1337, or DSN 691-1337.

16-3 CONVOY ACCIDENTS.

a. The Convoy Claims Officer will investigate any accidents occurring during movement which involve potential claims against the government by completing DA Form 1208 (Report of Claims Officer). This report and any additional investigation should be completed at the scene of the accident. If a DA Form 1208 is not available, the following information, as a minimum, will be provided:

- (1) The military organization, headquarters, and home station of the claims officer.
- (2) Date, hour, and place of incident.
- (3) Names of parties involved including; addresses, telephone numbers, and status (driver, passenger, property owner, pedestrian, etc.).
- (4) Description of government and civilian property involved, including make, type, model, license numbers, insurance company, previous condition, present location, and whether moving or stationary.
- (5) Complete description of damage to property.
- (6) Names of personnel injured, nature and extent of injuries, name of ambulance service, and hospital to which injured personnel were transported.
- (7) Whether government personnel involved in the accident appeared to have been acting within the scope of their employment at the time of the accident.
- (8) Names, addresses, and telephone numbers of all witnesses.

(9) Describe in detail the circumstances of the accident. A diagram will be attached showing traffic signs and signals, and the direction of travel of all vehicles involved in the accident.

(10) A recommendation as to whether a claim, if filed, should be approved or denied, with reasons supporting the recommendation.

(11) Signature of the convoy claims officer and the date signed.

b. The investigation should include photographs of any vehicles involved and photographs of the accident scene. Witness statements should be obtained as well as police reports. The claims report should discuss whether police investigated the accident and, if so, which police department was involved. The report will be forwarded to the Office of the Staff Judge Advocate, Fort Carson, ATTN: Claims Division, Fort Carson, Colorado 80913-5000.

c. Government personnel will not concede either their liability or the liability of the government to civilian authorities or others. Government and civilian witnesses should be segregated to the extent possible until witness statements can be obtained. Photographs of the scene should be taken, if possible, and made a part of the claims report. Government personnel must not sign releases of liability on their behalf or the government's. Government personnel may sign any statement or document required by civilian law enforcement agencies.

d. All accidents en route must be immediately reported to the Chief of Claims, Fort Carson Claims Office, by telephoning (719) 526-1337, or DSN 691-1337.

16-4 MILITARY JUSTICE COORDINATION. All mobilizing unit commanders exercising court-martial jurisdiction will contact the Chief, Criminal Law Division upon arrival at Fort Carson for the purpose of coordinating the attachment of all RC units for military justice purposes. The Chief, Criminal Law Division may be reached at (719) 526-1424 or DSN 691-1424.

16-5 LEGAL ASSISTANCE. All Reserve Component Soldiers should complete wills and powers of attorney in their local areas, with the assistance of local Reserve Component Judge Advocate General Officers, if available. Prior to deployment, all soldiers will attend a Soldier Readiness Processing (SRP) briefing. At this time, a lawyer assigned to the Legal Assistance Division of the Fort Carson Office of the Staff Judge Advocate will fully brief deploying soldiers concerning wills, powers of attorney, financial, and other legal matters. Legal Assistance lawyers will prepare wills and powers of attorney for soldiers who require them. The Legal Assistance Division may be contacted at (719) 526-5572 or DSN 691-5572.

16-6 ADMINISTRATIVE LAW. RCU commanders should contact the Administrative and Civil Law Division for advice on all administrative and regulatory law matters, including but not limited to contract law, environmental law, labor law, ethics, and AR 15-6 investigations. The Chief, Administrative Law Division may be contacted at (719) 526-1821 or DSN 691-1821.

16-7 TRIAL DEFENSE SERVICE. The Fort Carson Trial Defense Service provides Article 15 counseling and legal representatives for soldiers facing trial by court-martial. The Senior Defense Counsel, Trial Defense Service may be contacted at (719) 526-4551 or DSN 691-4551.

16-8 OPERATIONAL LAW. The Chief, Administrative and Civil Law Division, office of the Staff Judge Advocate, shall appoint an attorney as the post Operational Law attorney. The Operational Law attorney will advise commanders and soldiers on the law of war, rules of engagement, and any other legal issues related to deployment. The operational law attorney will provide briefings on these issues to unit commanders and soldiers in group sessions or on an

individual basis, as necessary. The Operational Law Attorney may be contacted at (719) 526-1820, or DSN 691-1820

Chapter 17

FINANCE

POC: 4th Finance Battalion Mobilization Coordinator

TEL: (DSN) 691-3443/4065 (CML) (719) 526-xxxx

Disbursing Office: (DSN) 691-5151/5071

FAX (DSN) 691-3685

17-1 PURPOSE. To provide military pay guidance/support, travel voucher processing/payment, and Class A Agent funding and guidance, to include procedures for making payments to purchases made by the mobilized unit's Ordering Officer.

17-2 PREPARATION AT HOME STATION. The RC soldiers military pay records and Finance mobilization packet should be verified and updated periodically to ensure the necessary forms are present. The following items must be taken care of at Home Station, generally they cannot be accomplished at the Mobilization Station.

a. SURE-PAY.

(1) All mobilized soldiers will be required to be paid via SURE-PAY (direct deposit to a financial institution) while mobilized. If the soldier is not currently being paid via SURE-PAY for their reserve drill periods or if the soldier wants to be paid twice a month, the following forms have to be in the Finance mobilization packet:

(a) DA Form 3685-R (JUMPS-JSS Pay Elections).

(b) Standard Form 1199A (Authorization for Deposit of Federal Recurring Payments (Direct Deposit Form)). If the soldier is on SURE PAY for his/her RC Pay, the SF 1199A does not have to be submitted.

(2) The bank where the soldier's pay will be sent must complete the SF1199A. The soldier can establish either a checking or savings account though the checking account is the preferred method. If the soldier is married, the account should be a joint account as this allows the soldier and spouse easiest access to the funds.

(3) Any soldier who does not have a SURE-PAY account established by the time they are deployed will have their pay placed into accrual. The spouse will not have any access to the accrued funds.

b. ALLOTMENTS. DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel) should be filled out at Home Station and included in the mobilization packet. If the funds will be deposited into a bank account, ensure the account numbers are correct. This is another way to ensure the spouse receives funds. If the form is prepared prior to mobilization, the Effective Date (block 5) can be annotated "Effective Upon Mobilization".

c. VERIFICATION DOCUMENTS. Soldiers need to have the following documents, as applicable, in their Finance mobilization packet. Where needed, they should be certified by the unit commander.

- (1) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)).
- (2) Certified Marriage Certificate
- (3) Certified Birth Certificates of Dependents
- (4) Certified Divorce Decree (if BAQ for children applies).
- (5) Rental Agreement/Mortgage Coupons (for Variable Housing Allowance (VHA)).
- (6) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).
- (7) Latest RC Leave and Earning Statement
- (8) IRS Form W-4, Employee's Withholding Allowance Certificate
- (9) Documentation supporting any Specialty Pay (Foreign Language Pay, Medical/Dental Pay, etc.) In order to correctly pay Doctors, Dentists, and Nurses, they must bring their Credential Files to Ft. Carson. A unit representative will need to work closely with Finance to arrive at the Health Professional Education Date (HPED). The HPED drives the level of specialty pay.
- (10) Soldiers must also, of course, carry their Military ID Card on their person.

NOTE: Pending final approval, the DJMS-RC System will be utilized to pay all mobilized USAR and ARNG soldiers. No conversion will be necessary and Sect. 17-3 will be deleted.

17-3 CONVERSION FROM DJMS-RC/JSS-RC TO DJMS-AA/JSS-AA.

- a. Pay accounts of Troop Program Unit (TPU) soldiers will be converted from DJMS-RC/JSS-RC to DJMS-AA/JSS-AA when the period of mobilization will be greater than 30 days.
- b. IAW FORSCOM Reg. 500-3-3, U.S. Army Reserve and ARNG units are responsible for insuring their individual unit members are converted from the RC to the AC payroll. Upon receipt of Mobilization Orders, a unit representative will notify their RC input station/USPFO, via telephone or FAX, of the following information:
 - (1) Unit Designation.
 - (2) Unit Identification Code (UIC).
 - (3) Name of individual calling.
 - (4) Mobilization Order Number, Issuing Authority, Date.
 - (5) Effective Date of Mobilization.
 - (6) Name and address of Mobilization Station (Ft. Carson, ADSN 5002)
 - (7) Unit Payroll Number.

(8) List of soldiers who did not mobilize with the unit.

c. Each unit must work closely with the RC input station/USPFO to identify the soldiers exempt from the mobilization. These soldiers must be transferred to another payroll, to a control group, or be separated prior to the RC pay account being 'rolled' to the AC. The unit must bring a copy of the scrubbed unit payroll listing with them to Ft. Carson. That will help ensure all mobilized soldiers are paid.

d. The RC Input Station/USPFO must pass the above mobilization information onto Fort Carson to include the number of accounts being rolled from RC to AC. The RC Input Station/USPFO will contact the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) when each UIC is ready to roll to AC. DFAS-IN will perform the actual rollover

e. If only an individual, not the entire unit, is mobilized, the unit must submit a Separation 8 card through normal RC pay document channels to take the soldier off the RC pay system. The individual, together with his/her Finance mobilization packet, will be inprocessed at Fort Carson and the 4th Finance Bn/Defense Military Pay Office (DMPO) will establish their individual AC pay account.

17-4 CLASS A AGENTS.

a. On mobilization, if it is anticipated that funds are required to support a RC unit from the time it departs its home station to the time it arrives at Fort Carson, the unit commander appoints an Ordering Officer and a Class A Agent, IAW DOD FMR 7000.14-R Volume 5.

b. The purpose of the Class A Agent is to support the unit's Ordering Officer. The Class A Agent by himself/herself CANNOT make any purchases, they must work in conjunction with an Ordering Officer. The Ordering Officer is limited to a maximum of \$2,500 per transaction.

c. The RC unit commander designates an officer/senior NCO as a Class A Agent on orders. RC unit commanders provide the 4th Finance Bn/DMPO with the Class A Agent's orders, Ordering Officer's orders, Signature Cards (DD Form 577) on both individuals, required monetary requirements, and date the funds are needed. The Class A Agent's and Ordering Officer's orders and their Signature Cards (DD Form 577) can either be mailed to the 4th Finance Battalion/DMPO or, if there is an immediate need for funds, they can be faxed (DSN 691-3685 or Commercial 719-526-3685). (A 48-hour notice should be given to disbursing if possible.) Once the Agent has funds, a secure storage container and guards are provided to safeguard the funds/receipts.

d. The 4th Finance Bn/DMPO Disbursing Officer provides the Class A Agent with:

(1) Class A Agent instructions. These include special instructions stating that **NO** payment will be made without a Purchase Order Invoice Voucher, SF 44, properly prepared by the Ordering Officer.

(2) FM 14-7, Appendices E and F.

(3) Statement of Agent Officer's Account, DD Form 1081.

(4) US Treasury Checks or Cash.

e. Acquiring Class A Agent funds. There are two methods for Class A Agents to acquire funds.

(1) Acquiring in person. Class A Agents report to the Disbursing Section, 4th Finance Battalion/DMPO, with their military ID card, a signature card (DD 577) for themselves and the Ordering Officer, and appointment orders on themselves and the unit's Ordering Officer. The Disbursing Officer briefs the Agent on their responsibilities, provides them written instructions, and has the Agent sign a DD Form 1081 for the funds/checks advanced.

(2) Commercial Express Package Service.

(a) The unit provides the 4th Finance Battalion/DMPO the Class A Agent orders, Ordering Officer orders, Signature Cards (DD 577) on the Class A Agent and Ordering Officer, and a valid overnight delivery mailing address. Again, this information can be faxed.

(b) The 4th Finance Battalion/DMPO verifies that the unit is being mobilized with the Mobilization Branch of G3. The Disbursing Officer contacts the Agent and gives them verbal instructions. Then US Treasury checks are prepared and overnight expressed, along with the DD Form 1081 and Agent Instructions, to the address provided by the unit.

(c) The Agent, upon receipt of the package, signs the DD Form 1081 and immediately faxes a copy of it to the 4th Finance Battalion. Then the Agent retains one copy for their records, and returns to the 4th Finance Battalion/DMPO the original DD Form 1081 and copies of all the documents previously faxed to the 4th Finance Battalion.

f. Returning Class A Agent funds.

(1) Upon arrival at Fort Carson, the Class A Agent immediately reports to the 4th Finance Battalion/DMPO, Disbursing Section, Building 1220 to turn in all remaining funds, checks and paid SF 44s.

(2) Disbursing verifies the information on the SF 44 to ensure the signature is correct and it has been properly completed. Once this is done, the Agent's account is closed out.

17-5 UNIT ARRIVAL AT FT. CARSON.

a. The unit commander will contact the 4th Finance Battalion/DMPO mobilization cell upon arrival at Ft. Carson. At that time, the commander must decide when his unit will receive their first SURE-PAY payment and whether an Advancement of Pay and Allowances is needed. This advance payment can be made by the 4th Finance Battalion to help the soldier until the first End of Month (EOM) payment is deposited into their SURE-PAY account. (Note: A pay account must be on the system for an EOM prior to a mid-month payment being issued.) The Advance Pay's collection can be prorated over a number of months.

b. Under current law, when a mobilized soldier is away from his/her home, they are in a Temporary Duty (TDY) status. The amount of Per Diem payable to the soldier depends on the government quarters and meals provided to them. The Finance Mobilization Coordinator will discuss the exact Per Diem status.

c. If, after arrival at Ft. Carson, a soldier is declared nondeployable, he/she will be reassigned to a Ft. Carson unit. If they later become deployable, they will be deployed. If not, they will either stay at Ft. Carson, be used by the RSC/STARC, or be released from Active Duty. Each

of these scenarios has an impact on the soldier's pay. The unit commander must ensure the 4th Finance Battalion/DMPO is notified of what the soldier will be doing.

d. When the unit deploys from Ft. Carson, a unit manifest will be created. It is vitally important to the initiation of additional soldier's entitlements that the 4th Finance Battalion/DMPO Mobilization Representative be provided this document after the unit loads the aircraft.

17-6 RC COMMANDER'S FINANCE CHECKLIST.

a. Do soldiers have the following documents/completed forms in their Finance mobilization packet?

(1) Latest DJMS-RC/JSS-RC Leave and Earnings Statement (LES).

(2) DA Form 3685-R (JUMPS-JSS Pay Elections) and SF 1199A (Authorization for Deposit of Federal Recurring Payments (Direct Deposit Forms)).

(3) DD Form 2558 (Authorization to Start, Stop or Change An Allotment for Active Duty or Retired Personnel).

(4) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)), and supporting documentation (Marriage Certificate, Dependent's Birth Certificates, Divorce Decrees, Rental Agreement/Mortgage Coupon Book).

(5) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(6) Documentation supporting any Specialty Pays (Medical/Dental, Flight, Language, JUMP-Pay, etc.)

b. Have Class A Agents and Ordering Officers been appointed on orders and DD577 (Signature Cards) completed?

c. Has the RC input station/USPFO been alerted?

d. Has the unit's pay roster been scrubbed so only soldiers being mobilized are listed? Have 'No Shows' been deleted? Is a copy of this completed roster available for the Ft. Carson 4th Finance Battalion?

e. Has the commander and the Finance Mobilization Coordinator determined if an Advance Payment is necessary?

f. Have all soldiers not on SURE PAY been notified that their pay will immediately go into accrual and their funds will not be readily accessible to themselves or their dependents?

CHAPTER 18

CONTRACTING SUPPORT

POC: Director of Contracting (DOC)

TEL: (DSN) 691-3892
(CML) (719) 526-3892

18-1 HOME STATION TO THE MOBILIZATION STATION.

a. National Guard Units. The United States Property and Fiscal Office (USPFO) will provide contracting Support while at Home Station and during travel to the Mobilization Station.

b. US Army Reserve Units (USAR).

(1) **Home Station.** The existing USAR Center Mobilization Purchasing Authority designee within their authorized \$2500 limitation may provide contractual support. Contractual requirements over and above the Mobilization Purchasing Authority designee limitation will be provided by the Directorate of Contracting, Fort Carson, Colorado, or the applicable Support Installation. When the above mentioned Mobilization Purchasing Authority designee deploys with the advance party, home station contractual support can be provided from Fort Carson or through an additional Mobilization Purchasing Authority designee appointment.

(2) **Home Station or in Transit to the Mobilization Station.** Reserve Component unit commanders are authorized to make over-the-counter purchases not exceeding \$2,500 per transaction using Standard Form 44 in the event of receipt of a Federal Mobilization Order requiring movement of the unit to a Mobilization Station, or where procurement support is otherwise not readily available from a supporting installation. This authority shall be temporary in nature and expire upon resumption of procurement support by the purchasing office at the Mobilization Station or supporting installation. Reserve Component unit commanders may delegate this authority to an individual or position (any commissioned officer or warrant officer, or senior noncommissioned officer if these are not available, other than the Class A Agent or Property Book Officer) under their command. To the extent practicable, multiple units moving in a group should have one individual or position preassigned to accomplish this function for the group. Fund citation to be used on the Standard Form 44 will normally be obtained from the supporting Home Station installation and updated as necessary. Within 48 hours after arriving at Fort Carson, the Mobilization Purchasing Authority designee will report to the Contracting Officer for an audit and accounting of the purchase actions involved. The Finance and Accounting Officer at the Mobilization Station shall make payments for these purchases. Ordering Officer appointment and SF 44 completion instructions are available from the Fort Carson Directorate of Contracting.

(3) **Contractual Support at Other Points within Fort Carson's Area of Responsibility.** Maximum resources will be tapped through utilization of interservice support by other DOD activities. For those remote areas, contracting support will be provided by Fort Carson contracting staff. When considered necessary, a contract team will be dispatched to the problem area.

18-2 ATFER ARRIVAL AT THE MOBILIZATION STATION.

- a. Termination of Unit Ordering Officer Authority. All procurement authority of mobilization purchasing authority designee shall cease upon arrival of the unit at the Mobilization Station. The contracting office at Fort Carson will assume total responsibility for contracting support of mobilized units upon unit's arrival at Fort Carson.
- b. Channel of Support. Contractual requirements of mobilized units shall be submitted to appropriate Mobilization Station functional activities (i.e., DPW, DCA, DOL, and MEDDAC) in the manner prescribed by those activities. Contractual requirements shall not be submitted directly to the contracting office by mobilized units.

CHAPTER 19

INFORMATION MANAGEMENT

POC: Director of Information Management (DOIM)

TEL: (DSN) 691-3410
(CML) (719) 526-3410

19-1 GENERAL. Information management includes all installation communication facilities such as the Telecommunications Center (TCC), telephone system, secure voice equipment, and Automated Data Processing (ADP) support. In addition, the DOIM is responsible for both the postal operation and installation distribution system.

19-2 TELECOMMUNICATIONS CENTER (TCC).

a. The TCC, located in Building 1550, phone 526-3700, provides classified and unclassified AUTODIN communications service. TCC personnel may be contacted for emergency operations thru the OPCEN at the Division Headquarters, ext. 526-3400/5500.

b. Preparation of outgoing messages. The TCC transmits AUTODIN messages via the Digital Interface to AUTODIN Host (DINAH), ASSIST and AMS message systems. Outgoing messages are prepared utilizing DINAH-mite (GENSER) or DAMPS (DSSCS) software. Software and message preparation instructions may be obtained from the TCC.

c. Procedures used to authorize receipt/delivery of message to/from the TCC:

(1) Upon arrival at the MS, units must submit a memorandum to the TCC listing the individuals authorized to pick up message traffic. The memorandum will include the name, ssn, and highest classification of messages to be picked up.

(2) Immediate messages may be signed and released by a general officer, the Chief of Staff, the Deputy Chief of Staff, the Garrison Commander, the Adjutant General, the Secretary of the General Staff, the FOD, primary/special staff elements and major unit commanders.

(3) Flash messages may be signed and released by a general officer, the Chief of Staff, or the Garrison Commander.

(4) Incoming/priority/immediate/flash messages, unclassified, confidential and secret, received during non-duty hours, will be picked up by the unit staff duty officer, when notified by the TCC, for review and/or actions as required.

(5) When making inquiries to the TCC concerning messages, customers will use the date-time group (DTG) and originator's office symbol as a reference.

(6) The Fort Carson common user facsimile terminal is located in the Message Center, building 1550. Over-the-counter service is available to all units. Classified facsimile transmission will be used only for documents/charts, which cannot be formatted for transmission via AUTODIN, or the information is so time sensitive as to preclude use of the US Mail or courier service.

(7) Materials to be transmitted by facsimile will be provided to the TCC with a completed DA Form 3918-R (Facsimile Transmittal Header Sheet).

19-3 TELEPHONE SERVICE

a. As a rule, mobilizing units will utilize the service as it exists in the billets and offices assigned to the unit. For additional service, submit a DA Form 3938 (Local Service Request) to the DOIM, Telephone Workorder, building 1550.

b. Installation telephone directory.

(1) Copies of the Fort Carson Welcome Brochure/telephone listings may be obtained by calling DSN 691-1268/3420, Public Affairs Offices, Building 1430. Although many of the listings will become outdated under conditions of mobilization, the directory contains general information and key telephone information.

(2) Units must ensure that the DOIM-Fort Carson, ATTN: Post Switchboard, building 1551, phone number 526-3432/3431 has an updated telephone listing for their organization.

c. Range communication is provided by cellular telephones to be used during scheduled firing ranges and field exercises. Contact the S3, Garrison Support Command, for information concerning the issuance of cellular telephones.

d. Secure Telephone Unit III (STU-III). There are STU III Communications available at Fort Carson to authorized users.

19-4 POSTAL/DISTRIBUTION BRANCH.

The Fort Carson Postal/Distribution Branch, Building 1550, is responsible for training of mobilized RC unit mail clerks, postal officers and mail orderlies. The unit postal officer will contact the Fort Carson Postal Section the first Monday after arrival to arrange for required training. Also a list of subordinate units that will receive mail and distribution through the unit will be submitted. One completed set of Change of Address and Directory Card (DA Form 3955) per member assigned or attached will be submitted to Postal Directory within 24 hours after unit arrival. The Unit will maintain the other two sets for further deployment.

The unit address, while at Fort Carson, will be:

Soldier's Name

SSN

UNIT

c/o Garrison Support Command

Fort Carson, CO 80913-5000

19-5 RC UNIT COMMANDER RESPONSIBILITIES.

a. Radio Frequency Information. All RC units with a requirement for radio frequencies will provide the following radio information in the remark section of FORSCOM Form 319-R (PTSR).

(1) Type of net (i.e., Battalion Command Net).

(2) Equipment nomenclature.

(3) Net structure.

- (4) Number of frequencies required.
- (5) Power output.
- (6) Frequency range of equipment.
- (7) Special requirements (e.g., Air to Ground).
- (8) Fixed or mobile configuration.

b. Mobilization Communications Electronic Operating Instructions (CEOI). RC unit commanders are responsible for publishing their mobilization CEOI. RC units are authorized to supplement their existing training CEOI using frequencies assigned by the MS C-E Officer (IAW AR 105-64). DOIM-Fort Carson does not possess the staff or equipment to produce a Master CEOI as suggested in above mentioned change. Assistance from DOIM-Fort Carson will consist mainly of providing operating frequencies to RC units. RC unit commanders are encouraged to forward drafts of their mobilization CEOI directly to the Commander DOIM-Fort Carson, ATTN: AFZC-IM-O, Fort Carson, CO 80913-5000, for assistance and approval. Upon approval, mobilization CEOIs need only be forwarded as revised or changed for storage at Fort Carson.

c. Checklist.

- (1) Submit to TCC a memorandum listing individuals designated to pick up messages at the TCC. The memorandum should specify inclusive classification authorization for each individual.
- (2) Obtain assigned frequencies from the frequency manager/coordinator.
- (3) Submit request for needed phone service on DA Form 3938 (Local Service Request).
- (4) Furnish phone number listing to installation C-E office for directory posting and obtain copy of MS phone directory.
- (5) Submit the proper appointment orders for postal officer, mail clerk and mail orderlies.

19-6 POINTS OF CONTACT (POCs).

Activity/Section	Bldg.	Phone ext.
TCC	1550	526-5611/3700
Directory to Post Switchboard	1551	526-3432/3431
Phone service request	1550	526-2616
Post Office/Distribution	1550	526-2427/3029
Postal Director Service	1550	526-2427/3029
ADP support	1550	526-2270
Frequency Manager	1550	526-5721
Cellular Telephones	1550	526-5710

CHAPTER 20

PROVOST MARSHAL ACTIVITIES

POC: Chief, Provost Marshal

TEL: (DSN) 691-2166/2054/2158
(CML) (719) 526-2166/2054/2158

20-1 LAW ENFORCEMENT. The Fort Carson Provost Marshal is responsible for conducting activities in support of Fort Carson's geographical responsibilities for enforcement of military law and order, maintenance of discipline, handling prisoners of war, civilian internees, confinement, military police investigations, crime prevention, and physical security.

20-2 PRIVATELY OWNED VEHICLES (POV'S).

- a. POV's will not be utilized as transport for incoming units and personnel from Home Station to the Mobilization Station (MS).
- b. All POV's used as transport from Home Station to Mobilization Station will be impounded and disposed of in accordance with current Defense Logistics Agency Property Disposal Regulations, DOD Directives, Army Regulations, and Fort Carson Regulations.

20-3 PRIVATELY OWNED WEAPONS. Prior to mobilization, commanders should ensure that all unit personnel are aware that privately owned weapons cannot be taken to the MS. Unauthorized privately owned weapons found at the MS will be disposed of IAW the provisions of AR 190-22.

20-4 PHYSICAL SECURITY.

- a. Security measures will be taken to protect military property at installations, or in transit, from espionage, sabotage, damage or theft during mobilization IAW AR 190-11; and AR 190-51.
- b. Commanders of units reporting to Fort Carson will ensure that:
 - (1) All arms, ammunition and explosives (AA&E) are accounted for at all times.
 - (2) Weapons and ammunition stored within arms rooms meet the requirements established by AR 190-11 to include the requirement for constant surveillance, electronic or human.
 - (3) Advance party personnel coordinate with Garrison Support Command who in turn will coordinate with the Provost Marshal, Physical Security branch, for activation of Joint-Services Interior Intrusion Detection System (J-SIIDS) prior to downloading weapons and ammunition in the arms storage area. Storage areas equipped with a J-SIIDS that has not been activated and other AA&E storage areas not equipped with an electronic surveillance system will require a dedicated guard on a 24 hour basis.
 - (4) All AA&E and other sensitive items being downloaded in the arms room are serially accounted for.

(5) All weapons racks and arms storage facility doors are secured with acceptable locking devices as required by AR 190-11.

(6) Motor pools are checked a minimum of once every two hours during non-duty hours by designated unit personnel. If motor pool fencing and lighting fail to meet the criteria established in AR 190-51, unit is obligated to provide a dedicated guard during non-duty hours.

(7) S-2 officers establish liaison with the Physical Security Branch for purpose of communication of security related information.

c. To assist the commanders of mobilized units in establishing a secure environment the Physical Security Branch has prepared security packets with information relevant to their operation. Unit S-2 officer or other security representative designated by the unit commander can pick up packets upon arrival at Fort Carson at the Physical Security Branch.

20-5 CIVIL/MILITARY POLICE LIAISON. Fort Carson Military Police coordinate all liaisons with local, state, and Federal Law Enforcement agencies. Liaison officers exist in the El Paso County Sheriff's Office, Colorado Springs Municipal Adult Probation Office, and the Colorado Springs Police Department. Convoy coordination will be made with the Fort Carson Movement Control Center.

20-6 TRAFFIC CONTROL PLAN/COMMUNICATIONS. See Chapter 3, paragraph 3-5.

CHAPTER 21

AVIATION

POC: Air Field Commander

TEL: (DSN) 691-2017
(CML) (719) 526-2017

21-1 ASSUMPTIONS.

- a. There are no aircraft in War Reserve Stocks.
- b. All flyable aircraft will deploy to theater. (Aircraft with inoperative weapons systems must be reported to 5th Army, by Fort Carson, who will direct disposition).
- c. General peacetime aviation operations, regulations, maintenance requirements, etc., will remain in effect after mobilization.
- d. There will be no Flying Hour Program constraints on the mobilization and deployment of aircraft.
- e. Training requiring the flying of aircraft will be extremely limited for Fort Carson units because of the rapid sequence of mobilization and deployment as currently listed in the GCCS.
- f. Operational Support Airlift, either government or contracted, will be available to support mobilizing units at Home Station and enroute to the SPOE.

21-2 COMMAND AND CONTROL.

- a. The Installation Aviation Officer (IAO) is the Butts Army Airfield (BAAF) Commander. He will function as the Commander, Provisional Aviation Command upon mobilization.
- b. All mobilizing separate aviation units will be under the command and control of the Provisional Aviation Command. Unit commanders retain full responsibility for their units. Aviation assets that are part of ground units mobilizing at Fort Carson remain under the parent unit's command and control. Those aviation assets must adhere to the aviation guidance, policies, and procedures established by the IAO. The IAO has aviation tasking authority over mobilized aviation assets.

21-3 AVIATION OPERATIONS, POLICIES, PROCEDURES AND REGULATIONS.

- a. Current installation aviation policies, procedures, and regulations will remain in effect unless specifically changed by the Commander, BAAF. All aviation units, aircraft, or personnel operating from Fort Carson or BAAF must adhere to those rules, regulations, and procedures. Each unit flight operation's section will be briefed and presented a copy of all policies, procedures, Fort Carson Regulation 95-1, and Fort Carson Regulation 385-95, by the Airfield Operations Officer on their arrival.
- b. Flight information publications will be obtained by the individual units prior to arriving at Fort Carson. Local area charts, as well as other essential flight planning material, will also be

obtained by the RC units prior to anticipated arrival. RCUs will advise Airfield Operations, on arrival at Fort Carson, of anticipated requirements for flight information publications, sectionals, and other aviation charts. Airfield Operations will maintain centralized requisitioning/issuing of aviation publication charts.

c. Facilities at BAAF consist of: two permanent hangars (62,866 sq. ft); two temporary (12,000 sq. ft); parking area 126,000 sq. yds; and large grass area if needed. The runway is 4,560 feet in length, 75 feet wide, with a 500-foot overrun at each end. The largest aircraft accepted is C-130.

d. BAAF has an all-weather capability and conducts operations in conjunction with Colorado Springs Air Traffic Control and G3/Range Division, (for downrange Skywatch).

e. Air-to-air and air-to-ground frequencies will be provided to units prior to or during their arrival.

f. Flight and/or Airfield Operations will be planned to support operations on a 24-hour basis, 7 days a week. Unique unit support requirements will be handled on a case-by-case basis.

g. Air Traffic Control facilities and operating procedures as in current guidance will remain unchanged.

h. Fixed-based facilities and support activities will remain in place during mobilization, i.e., refueling operations, ground-to-air communications, TVOR, etc. Presently approved instrument approaches (VOR and NDB) are not required.

i. Mobilized aviation units will be tasked to provide all personnel for the Airfield security force. This force consists primarily of an Aviation Officer of the Day (AOD) and a Sergeant of the Guard who supervises the security force. Security operations will be affected on a 24-hour basis to ensure that access to the Airfield is controlled. Units will receive a detailed copy of the Physical Security Plan upon their arrival. The plan will be prepared by the IAO with G2/IS assistance.

21-4 AVIATION SAFETY.

a. All peacetime safety regulations and procedures will remain in effect after mobilization unless specifically changed by the Installation Aviation officer. The Aviation Pre-Accident Plan is published separately from Fort Carson Regulation 385-95.

b. The Installation Aviation Safety Officer (ASO) will brief unit Safety Officers on the requirements of Fort Carson Regulation 385-95 and other relevant safety directives.

c. Individual unit SO's will be responsible for briefing assigned personnel on Fort Carson Regulation 95-1 and Fort Carson Regulation 385-95, which includes the Installation Pre-Mishap Plan Guide.

d. Mishaps will be reported, classified and investigated IAW AR 385-95, AR 385-40, and Fort Carson Regulation 45-5.

e. All aircraft operating from Fort Carson and/or BAAF will comply with the Fort Carson Mountain Flying Program. Mobilizing units must be trained in Mountain Flying in order to conduct training at the high altitudes encountered at the installation and surrounding area. Areas west of Hwy 115/Interstate 25 are designated Mountain Areas. Any takeoffs or landings over 6000 MSL are within the requirements of the Mountain Flying Program.

f. Prior to deployment, wartime AR 95-1 crew rest guidelines apply. Only the installation commander can change those guidelines. During deployment, the unit commander has authority to determine crew rest criteria.

g. Mobilizing commanders must consider the effects of adjusting to Fort Carson's dry climate and high altitude.

21-5 AVIATION MEDICAL REQUIREMENTS.

a. Fort Carson will provide limited aviation medical services.

b. For aviators who have been on operational flight status just before declaration of mobilization, with no changes in their medical status, and their flight physical expires, they will not be held back as non-flyable or nondeployable simply because a flight surgeon is not available.

21-6 AVIATION SUPPLY.

a. POL. BAAF has a JP-4 storage capacity of 100,000 gallons. BAAF does not have storage facilities for AVGAS. AVGAS is only available from local contractors off post. Units need to ensure that they accurately report their aviation POL requirements.

b. Units should be prepared to develop plans to establish individual refueling points as soon as possible after their arrival at Fort Carson. Installation fuel tankers will be available to assist units in the event refueling problems are encountered.

c. Hot Refueling Systems. BAAF does not have the capability of Hot-Refueling aircraft. Units can establish their own hot-refueling points if the mission so dictates. Base Operations will be approval authority for the siting of all hot-refueling points.

21-7 AVIATION MAINTENANCE.

a. Fixed Wing maintenance is provided under contract.

b. Installation Aircraft Maintenance Branch (IAMB), Maintenance, Division, DOL, provides AVIM and limited depot maintenance to aviation units assigned to the Installation IAW the IAMB external SOP.

c. IAMB will also coordinate AVIM support to units/aircraft off Fort Carson IAW AR 5-9. Fort Carson is responsible for coordinating AVIM for the states of CO, ID, MT, ND, SD, UT, and WY. Under full mobilization, efforts in this area will significantly increase as units transit Fort Carson's area of responsibility.

d. Incoming tenant units will comply with Fort Carson Regulation 750-1 and the IAMB external SOP.

e. Army Oil Analysis Program (AOAP). The AOAP will continue postmobilization. See Paragraph 21-10, Aviation Unit Deployment for predeployment and deployment guidance.

21-8 AVIATION STANDARDIZATION AND TRAINING.

a. Aviation Standardization.

- (1) Upon declaration of mobilization, Fort Carson will be without a functioning Installation Aviation Standardization Office.
- (2) Mobilizing unit commanders are responsible for their internal training programs and safe operation of their aircraft. Accordingly, Fort Carson will recognize any qualifications and "currency" status of mobilizing aviators as certified by their unit commander. In the absence of standardization personnel or availability of aircraft, such aviator status will be extended until such resources become available.
- (3) Mobilizing IRR aviators may be assigned to deploying units if they have the basic qualifications and have been involved in aviation in recent times as to be able to become copilot qualified and current before the deploying unit reaches the SPOE. This will allow the use of the flight time enroute to the SPOE to be used to add to the aviator force.
- (4) The intent and spirit of the above listed criteria will apply to all other aviation specific fields to include Technical Inspectors, Test Pilots, etc. ATC personnel must meet standard peacetime training before being allowed to control aircraft.

b. Aviation Training.

- (1) As currently scheduled, mobilizing units will have no "training time with equipment" at Fort Carson.
- (2) If time and resources permit, the IRR aviators will be assigned to units for refresher training in accordance with standard USAAVNC policies. Under wartime conditions, waivers to some standards may be expected. Standards will not be waived unless specific authority is so granted.
- (3) Enlisted personnel with aviation specific skills will be managed as a critical asset by the Provisional Aviation Command. Training programs will be established to update IRR and Retiree Recall personnel. TEC tapes, CTT, SQT, etc., resources will be used to augment hands on experience on any equipment in need of maintenance. Special emphasis will be given to recovering transportable training devices to Fort Carson from mobilizing unit home locations to support this program.

21-9 OPERATIONAL SUPPORT AIRLIFT.

- a. Operational Support Airlift (OSA) is aviation support that provides administrative aviation support. DOD Directive 4500.43, Policy Guidance on Use of Operational Support Airlift, dated 13 Feb 81 provides priorities for use of OSA.
- b. Assumption. Tactical aircraft will not be available to perform installation support mission or to provide tactical aviation support to mobilizing units because of their early equipment deployment dates.
- c. OSA Aviation Mission Requests.
 - (1) Aviation support requests will be submitted from units up to battalion, for all units. For mobilizing units, the Provisional Command chain of command will be utilized. Fort Carson Regulation 95-1 provides guidance for mission request format.

(2) Battalion operations officers will verify the need and details of the mission and submit the request to the Installation Aviation Officer.

(3) The IAO will brief mission requests to the G3 as part of the daily OPCEN briefing. Missions will be deconflicted and resources allocated as a result of that meeting.

21-10 DEPLOYMENT OF AVIATION UNITS (To The Seaport Of Embarkation).

a. FORSCOM guidance is that all aircraft assigned to units requiring surface/sea deployment of equipment will fly to their Sea Port of Embarkation (SPOE) for surface move to theater. Some units may be deployed by air from their designated Aerial Port of Embarkation (APOE). In that case, the general concepts apply, less those pertaining to protracted flight to the SPOE. For aerial deployment, the installation designated with Departure Airfield Control Group (DACG) responsibilities, assumes those aviation support responsibilities designated to Port Support Activity (PSA) at SPOE.

b. Plans for flying aircraft to the MS and/or SPOE must take into consideration the possible effects of implementation of the Security Control of Air Traffic and Navigational Aids (SCATANA) program as outlined in DOD Flight Information Program (FLIP).

c. Units must maintain FLIP sufficient to support movement of aircraft to MS/SPOE.

d. Fort Carson Installation Aviation coordinates cross-country deployment routes premobilization to define corridors for deployment flights from Fort Carson to the SPOE. Corridors are to be located along the most effective routes that will provide maximum aviation maintenance and logistic support and all weather flight routes to minimize deployment times. Coordination will include backward planning to provide for "maintenance down time" in an Aircraft Staging Area (ASA) near, but outside the SPOE area.

e. Maximum use will be made of existing military aviation support facilities. These facilities, although they may already be vacated by their original tenants, could provide lighted, heated, all weather maintenance areas where unit personnel, and possible contact teams could provide all night maintenance while the aircrews were resting.

f. Enroute Safety.

(1) Crew Rest. Current Wartime Crew Rest Guidelines will remain in effect. They are designed to provide safety and preserve aircrews and aircraft. Unit commanders have the authority to change and vary from those guidelines, as they do in peacetime, but are cautioned that aircraft accidents incurred on the way to combat will not enhance mission accomplishment. Generally speaking, units will fly all day with crews sleeping all night while unit maintenance personnel work on the aircraft all night.

(2) Night Flight will be avoided. Use nighttime for maintenance by ground support personnel while aircrews rest.

(3) Weather Flight will be avoided where practicable. Aircraft not weather certified (AH-1, OH-58, etc.) will not be intentionally flown under IMC. Crews must be cautioned to avoid unnecessary risks in the interest of "getting to the war."

g. Enroute Maintenance.

(1) Scheduled maintenance. Any aircraft that is within 50 hours of scheduled phase maintenance will have a next phase performed prior to departure from Home Station or Mobilization Station to SPOE. Any aircraft with a Service Inspection due will have a Service Inspection performed prior to departures to MS or SPOE. Service Inspections that become due enroute will be performed enroute by unit maintenance personnel as a running inspection. All aircraft Time Before Overhaul (TBO) items will meet overseas transfer criteria. Exceptions to TBO requirements will be coordinated with FORSCOM/support CINC by Commander, 5th Army. Units will ensure that all flights departing to SPOE will be prepared from installation or locally procured stocks (if necessary) and will include all parts and package POL necessary to perform 25 and 50-hour maintenance services/inspections.

(2) Enroute maintenance support. AR 5-9 specifies areas of responsibility to active military installations, for AVIM support. Coordinating Installations are designated, who in turn, designate Support Installations. This system, in conjunction with other available resources will be incorporated into the Deployment Flight Corridor system. Units should, as available, take organic maintenance personnel with deploying flights to provide support enroute and at the Aircraft Staging Area. If necessary, premobilization planning could include use of contractor Operational Support Airlift to follow flights along their flight corridor and move from Remain Overnight (RON) to RON position and also provide maintenance support enroute.

(3) Army Oil Analysis Program (AOAP). AOAP will continue to be performed by all units within the following guidelines. All oil samples that will be due within 6 flight hours for engines and 10 flight hours for gear boxes will be taken and submitted to DOL a minimum of 48 hours before the aircraft is scheduled to depart to the SPOE. Aircraft deploying from locations other than Fort Carson will submit samples through normal channels for that location. Samples due enroute will be taken as scheduled and submitted to the Support Installation for the Aircraft Staging Area near the SPOE. All samples due, within times specified above, after arrival at the staging area will be taken in the staging area and submitted to the Support Installation.

h. Units enroute will report flight progress to the State Area Command (STARC) of the state through which they are passing. This is similar to the Mobilization Convoy Control System (MOBCON). Premobilization details of Aircraft Deployment Monitoring System (ADMS) will be coordinated through FORSCOM and NGB for nationwide use. While airborne, flight commanders will report crossing state boundaries, through FAA flight following, to the STARCs involved. Flight progress reports will be as directed by the STARC. As a minimum, flight commanders will report any incidents and report arrival and departure from overnight stops (Remain Overnight - RON). Unexpected support requirements will be reported to the STARC for relay to the Support Installation unless directed otherwise. Telephone numbers for STARC and Support Installations will be provided to flight commanders before departure to SPOE.

i. Enroute Logistic Support.

(1) Precoordinated flight routes as described above will simplify enroute logistic support. Coordination should include billets, rations, aviation fuel (JP4), security, maintenance, and communications facilities. Coordination of refuel facilities will enable the Federal Emergency Management Agency (FEMA) to prioritize aviation POL to deploying forces.

(2) Unit Ordering Officers should be appointed and provided SF 44's for emergency purchases enroute.

(3) There is a high probability of aviation fuels being severely constrained during the mobilization period. Peacetime planning over the precoordinated routes must identify approximate quantities of fuel to be used and refuel locations. The locations must have both storage and distribution facilities. The Federal Emergency Management Agency (FEMA) already has the legal power to place constraints on such resources and allocate them to support the effort. Peacetime identification of requirements to FEMA will facilitate wartime supply.

j. Preparation of Aircraft for Shipment by Sea. The unit is responsible for preparing aircraft for shipment by sea or air, with the exception that the PSA is required to provide disassembly services. MTMC is currently requiring that all aircraft be "shrink wrapped" for sea shipment. This involves wrapping the aircraft in a plastic sheeting material fastened in place with "shrink wrap" tape. The tape is shrunk using special heat guns.

k. Deployment/Disposition of Aircrews and Supporting Maintenance Personnel. Aircrews and supporting personnel will be released and returned to their unit at the Mobilization Station immediately after turning in their aircraft at the SPOE/APOE for shipment for training without equipment, preparation for overseas movement, and air deployment to theater, as appropriate.

CHAPTER 22

ENVIRONMENTAL

POC: Chief, DECAM

TEL: (DSN) 691-2022/4907
(CML) (719) 526-2022/4907

22-1 PURPOSE. Provide guidance on how to minimize maneuver damage and conserve/protect natural and cultural resources during training at Fort Carson and the Pinon Canyon Maneuver Site (PCMS). Training at Fort Carson and the PCMS can easily devastate training land if it is not protected and used properly.

22-2 GENERAL.

- a. The installation's natural resources must be treated with respect. The land is valuable to the Army, and conservation of the environment to maintain training realism is essential, especially during mobilization. The public has become increasingly concerned about the management of land under the Army's stewardship and the potential for environmental impacts resulting from military use of the land. This concern and the rising costs of land make it difficult for the Army to acquire new training lands.
- b. Fort Carson Regulation 200-5 provides for a Maneuver Damage Control Program at Fort Carson and the PCMS. Each company-size unit and larger must have a Maneuver Damage Control Officer and Repair Team certified by DECAM. For detailed information call DECAM at the above numbers.
- c. These guidelines were developed so that utilizing personnel and the Army can make the best use of this installation for many years to come. By following these guidelines, you can help meet both Army training and environmental protection requirements.

22-3 OFF-POST VEHICLE MOVEMENT. When driving vehicles to and from training areas, remember to stay on marked trails and designated routes. The only time it is acceptable to drive off the road is when you have been ordered to do so during exercises. If possible, do not follow the vehicle in front of you when off-road, and maintain speed limits on the tank trails. According to the Range Regulations, established roads and trails **MUST** be used by wheeled and tracked vehicles in reforested and seeded areas.

22-4 PROTECTION OF THE SOIL AND VEGETATION.

- a. Some erosion is natural. However, it may be increased by activities that upset the balance of the natural community. Off-road trails rutted into the sod, poor control of drainage water from roads, disturbance of the natural drainage, and other land disturbances are responsible for increasing erosion on Fort Carson and the PCMS.
- b. A raindrop that hits bare soil has a different effect from one that falls on a plant. The falling raindrop smashes against the bare soil with great force, splashing water and soil particles and packing the surface soil together. Many Fort Carson and PCMS soils have high proportions of clay. When clay is wetted, it expands, thus helping to seal the surface against downward movement of water. The pores are sealed; little water goes into the soil; and water

runs off, carrying soil with it. On the other hand, when a raindrop hits a plant, the force of its impact is broken and it trickles into the soil. The amount of plant cover on the soil surface at the time of a rain or windstorm is the primary factor in decreasing erosion.

c. The Fort Carson and PCMS areas have a very dry and harsh climate. Once the protective cover of grass, trees and shrubs have been removed it becomes very difficult and expensive (if at all possible) to reclaim these disturbed sites. Even when areas can be rehabilitated, it takes a long time for the new plant cover to develop. This is the reason Fort Carson and the PCMS have areas designated as rest areas, which are excluded from training activities for a given period of time. The best and, in some cases, the only way to protect the land resource is by taking measures to prevent the loss of the natural ground cover. In other words, you, as an individual are the most important element in protecting this most valuable resource.

d. The destruction of trees is a serious problem on Fort Carson and the PCMS. They provide the needed cover for vehicles during maneuver exercises as well as essential cover and food for wildlife, and for reducing erosion. The trees in this region of the U.S. grow in the most sensitive areas - along streams or in shallow soils on hills or mesas. Soil compaction prevents the small amount of rain and snowfall we get from penetrating to the roots, and accelerates erosion by increasing run off.

e. Trees that grow downrange and at the PCMS grow very slowly, (most are well over 160 years old) and are in the most fragile sites in this area. Jockeying into position next to a tree with your heavy vehicle compacts the soil. Damage to the branches, the trunks, or the roots of these trees can kill them. Exhaust from vehicles can also kill them. Studies have indicated that we are losing approximately 2 percent of the trees on Fort Carson each year. At this rate, it will not take long (estimates indicate 50 years) before there are very few trees left which can be used for training.

22-5 ALLOWING VEGETATION TO RECOVER. A number of areas downrange are designated as Limited Use Areas. In these areas you may drive through on existing roads and you may conduct dismounted training. However, you may not bivouac (camp) there or drive vehicles off the roads. The purpose of the program is to allow some of the hardest-hit areas three years to recover. During that time, DECAM will re-seed grasses, replant trees, and build erosion control structures. Some maneuver damage is inevitable, but you can help keep it to a minimum. Here is what you can do to help prevent erosion and reduce maneuver damage:

- a. Stay on designated trails unless ordered to do otherwise during exercises.
- b. Areas which are designated off limits for conservation purposes must be avoided.
- c. Prevent locked tread turns whenever possible.
- d. Avoid running over shrubs and trees with your vehicle. Do not park your vehicle so close to trees that you may damage them.
- e. Keep your vehicles away from eroded areas and gullies. Heavy vehicle use in the area will increase erosion by loosening the bare soil.
- f. Never use live vegetation for camouflage or concealment purposes. Use only camouflage netting for this purpose.
- g. Range regulations forbid the cutting of standing trees and shrubs.

h. Do not dig foxholes or vehicle emplacements adjacent to trees, highly erodible stream banks, ditches, near rock outcrops or at the base of cliffs.

i. Most importantly, use common sense and good judgment when down range. In most cases, good maneuver practices and vehicle safety practices will protect the land.

22-6 REDUCING THE NOISE PROBLEM.

a. Sometimes training exercises downrange have made such loud noises that other activities are interrupted. While training for combat, every effort should be made to avoid a noise signature from your unit. Excessive training noise can interfere with other units' work or sleep, or cause damage to windows, buildings and livestock.

b. Noise resulting from training can seem louder at certain times of the day or during certain weather conditions such as heavy cloud cover. All it takes is one very loud noise incident to identify your unit and its location.

c. These are simple guidelines that will help reduce noise levels:

(1) Avoid revving the engine on your truck, transport vehicle or weapons vehicle. These vehicles generate the loudest noises.

(2) The noisiest vehicles are likely to be those with poorly maintained engines and exhaust systems. Have your vehicle well tuned and check the exhaust and intake systems regularly.

(3) Vehicle noise also depends on speed. Follow the posted speed limits on roads and trails.

(4) When going to and from maneuver areas, avoid areas where people live and stay on approved roads and trails.

(5) Follow Range Control recommendations, when possible, to temporarily stop training when there is low cloud cover or conditions that aggravate noise levels.

(6) Aircraft should maintain approved flight altitude restrictions over populated and off installation locations.

22-7 WASTE DISPOSAL.

a. All trash must be disposed of according to Range regulations.

b. Human wastes should be disposed of according to normal field sanitation procedures. This includes taking appropriate measures to prevent contamination of water sources.

c. There are good reasons for these procedures. The enemy could find the refuse left in the field and use the amount to size up the strength of your unit. Small hardware parts like nuts, bolts, screws, and nails are a threat to wildlife, not to mention the tires on your vehicle.

d. Soil or water bodies contaminated with petroleum products present a serious environmental problem. Small amounts of petroleum, oils, and lubricants (POL) may pollute large bodies of water for a long time. Even draining a radiator onto the ground can be harmful. Radiator fluid as well as brake and hydraulic fluids are poisonous to both plants and animals. Also these petroleum products will be washed downstream during the next rain.

e. Federal and state environmental laws require that the waters be kept free from grease, oil and all other toxic pollutants. Careless spills can prevent Fort Carson from complying with these laws.

f. New and waste POL should not be disposed of either on the ground or in ditches or streams. POL storage and fueling areas should not be located near bodies of water, which might become polluted if a spill occurs. A berm or a means to contain a spill must be provided around storage areas, regardless of their location. Containment structures must be able to contain a spill twice the size of the largest container in storage within a small area, allowing extra room for precipitation. Again, all digging or earth moving to construct berms must be cleared by Range Control. If there are any POL or other toxic pollutant spills, you are required to contain, clean them up, and report them to Range Control and DECAM.

g. When draining oil, fuel, antifreeze, or coolant from your vehicle, collect separately in the proper non-leaking containers. All used oil, contaminated oil, antifreeze or coolant, brake fluid, and hydraulic fluid must be separately containerized, sealed, labeled, and returned to Fort Carson for proper disposal at the motor pools.

h. Any solvents used downrange shall be separately containerized in non-leaking drums or containers, sealed to prevent spillage, labeled as used solvent and returned to Fort Carson for proper turn in to DRMO. Proper disposal of all wastes from bivouac sites and training areas will prevent pollution of soil and water bodies.

i. **Everything You Carry In Should Be Carried Out!**

22-8 PROTECTING WATER RESOURCES.

a. Several intermittent streams cross the installation and eventually flow into the Arkansas River, which is utilized by private citizens for domestic use. These streams usually flow during periods of spring snowmelt and summer thunderstorms. Even though many ditches, creeks, and streams are dry or flow with little runoff during most of the year, this does not mean that they can be used as routes for heavy vehicle traffic or for constructing defensive positions such as tank ditches.

b. Wetland habitats are valuable to wildlife and should be protected. If you are unsure about what is a wetland, look at the vegetation. Cattails, cottonwood and willow trees are good indicators. Wetlands are also valuable as recharge areas for groundwater, sediment retention areas, and floodwater storage areas. The Clean Water Act mandates the protection of wetlands, and under certain circumstances, Fort Carson must coordinate with the Corps of Engineers prior to any digging or filling activities.

c. Crossing stream beds and traveling along the ditches with heavy vehicles make the soil erosion problem much worse. The soil along many of the channels is usually silty with fine sand. The vegetative cover protects the banks from eroding but heavy vehicle traffic destroys the vegetation and loosens the bank material. Gully and stream bank erosion accelerates when runoff water funnels down the rutted banks. The buildup of sediment in drainage channels clogs drainage ways and results in poor water quality. If too much sediment is washed beyond the installation boundaries, Fort Carson/PCMS could be cited for non-compliance with the Clean Water Act.

d. The impacts of training activities on water resources are a concern to both Fort Carson and downstream users. Many farmers and ranchers need the water for irrigation or for their cattle. Polluted water is not safe to drink, fish in, or use for irrigation.

e. You can help prevent water pollution by following these guidelines:

- (1) Streams and ditches should be crossed only at approved bridging sites.
- (2) If bridges are not used, vehicles should cross-stream beds only when required by the mission, and then only at designated crossings in a manner which is perpendicular to the stream bed.
- (3) Never use dry streams as travel routes, only designated trails.
- (4) Do not construct any tank ditch or other defensive obstacle across stream beds or drainage ditches.
- (5) Field servicing of vehicles should be conducted only in approved locations, which are away from water bodies.
- (6) Staging areas should be as far away from streams as possible.
- (7) Washing vehicles in the training areas is not allowed.
- (8) In addition to protecting streams and wetlands, we must respect the reservoirs and ponds on Fort Carson and PCMS. These bodies of water are valuable for recreation, for wildlife and vegetation, and for fire fighting.

22-9 WATER CONSERVATION.

- a. Fort Carson has a policy of conserving water because the supply of water is smaller and more variable here than in other parts of the country. Recharging of ground water sources (aquifers) is very slow due to the small amount of rainfall.
- b. During very dry times of the year, conserving water is extremely important. Make every attempt not to run water unless absolutely necessary. All known leaks should be reported to the work order desk. By practicing water conservation, you are helping the installation keep enough water for everyone.

22-10 FIGHTING POSITIONS AND CONCEALMENT. The excavation of fighting positions such as tank traps and hull-defilade positions is essential in training exercises. However, these activities also increase soil erosion and gully formation. To reduce soil erosion and leave the maneuver areas in good condition for the next unit, the Range Regulations require that each unit fill in and level all excavations before leaving. The location of these excavations must be approved by Range Control in advance.

22-11 REMOVAL OF FIELD WIRE AND CONCERTINA WIRE.

- a. Use of commo field wire and concertina wire is essential during training, but when these wires are left behind after training is over they become a real hazard for the next unit, wildlife, and vegetation. Old wire lying in the underbrush can become tangled around soldier's legs and around the tires or tracks of military vehicles. Removal of wire can delay a unit during maneuvers.
- b. Wire left in the training areas also affects land management operations. Commo wire placed in trees cuts into the bark and breaks off branches. Pests and diseases can then enter and eventually kill these trees. Trees and shrubs are slowly strangled when field wire is left

wrapped around their trunks and stems. Wildlife can become entangled in field wire. Cuts from concertina wire can be a major problem to wildlife due to infection. The insulation on commo wire can be harmful when chewed on and eaten by wildlife.

c. You can do your part in maintaining the training areas in good condition by following the Range Regulations. They require the policing of training areas prior to departure. Field wire lines are to be recovered as soon as possible upon termination of the exercise. Concertina wire is to be recovered and turned in to the point of issue.

22-12 FIRE PREVENTION.

a. The combination of wind, low humidity, and low rainfall produces extremely dry and hazardous fire conditions on Fort Carson and the PCMS. Fires are easily started and can destroy many acres of valuable training land.

b. To aid in the prevention of unnecessary fires, practice these fire-safety habits:

(1) Keep informed of fire dangers by reading the fire hazard class codes posted on bulletin boards.

(2) Never throw burning material from your vehicle. Every cigarette butt and match should be cool enough to hold between your fingers and disposed of properly.

(3) Since vehicle exhausts can get very hot, make sure that you do not park or let your vehicle idle too close to dry grass or shrubbery - it could catch on fire.

(4) Do not burn trash or garbage in the field.

(5) If any fires start, report them immediately to Range Control and make all efforts to extinguish them thoroughly before leaving.

22-13 PROTECTING A UNIQUE RESOURCE: WILDLIFE.

a. You may see many kinds of wildlife on Fort Carson and PCMS: bears, mountain lions, mule deer, elk, big horn sheep, pronghorn antelope, coyotes, rabbits, quail, or maybe a bobcat, or a golden eagle. The local population values the diversity of wildlife in this area. Wildlife and its habitat provide many benefits to military personnel and to the local communities nearby. Hunting, fishing and camping are some of the recreational benefits. Watching wildlife, hunting and fishing are allowed when training schedules permit. Contact the Fish and Wildlife Office/DECAM for details on license requirements, open areas, and seasons.

b. The greatest threat to wildlife and the military training mission is habitat loss. The wooded foothills and the vegetation along the streams provide good cover, dens, and nesting sites that are essential for wildlife to survive. These places are also preferred for tracked vehicle maneuvers and this has caused substantial loss of trees and ground cover.

c. It is possible to balance training needs and wildlife protection by following these guidelines:

(1) Stay on designated routes and marked trails whenever possible.

(2) Avoid traveling along streams, sediment basins and other water bodies where wildlife tends to be most often.

(3) Stay clear of structures such as quail guzzlers that are built to improve wildlife habitat.

(4) Stay out of areas marked as "critical habitat". These areas are off-limits and are marked on maps or with signs.

(5) Accomplish the training mission in a manner which will least harm wildlife, like avoiding known nesting sites or wintering areas.

d. Some animals have adapted quite well to military activities on the land. Continued good management along with controlling maneuver damage will ensure that both tanks and animals get equal time on the same piece of land and that the land can be used by both. Fort Carson has several programs to manage its natural resources wisely. This, along with your cooperation, will result in public acceptance and continued good will toward Fort Carson, the military mission, and YOU!

e. REMEMBER: Wildlife habitat and vegetated training lands are the same thing. Without habitat, neither wildlife nor military training will continue.

22-14 PRESERVING THE PAST.

a. The Pike's Peak region (where Fort Carson is located) and the PCMS both have a long and colorful history. Fort Carson is named after the legendary frontier scout Kit Carson. In 1806, Lieutenant Zebulon Pike led an expedition across land that today includes the Fort Carson Military Reservation. Various Indian tribes that lived in and passed through the area left primitive drawings and carvings on canyon walls at Fort Carson and at PCMS.

b. Studies have shown that the installation is dotted with historic sites. Usually what is left are old foundations which were the original homesteads of pioneers or a few grave sites which indicate the presence of a pioneer cemetery. Pottery and arrowheads have been found that show us how the Native Americans once lived in the area. These frontier relics are important to Coloradans and the nation. They provide interesting details of the life and activities of the Indians and early settlers who might have been our ancestors. They tell a story of events that happened in this region.

c. Federal laws require Fort Carson to preserve these remnants of the past and make it illegal to collect or remove historic and Native American artifacts. To maintain its commitment to the local communities, Fort Carson has developed a program to identify, protect and save these resources. Important archeological and historical sites are marked on maps. But some important sites may not have been discovered yet. If you come across something which you think may have historical importance, avoid running over it with your vehicle. These sites are very fragile. Stay clear of areas that are marked off-limits on your map. Stay a minimum of 50 feet away from all buildings and foundations. If you find relics, such as arrowheads during training, do not take them; report your find to your CO, Range Control and the DECAM.

22-15 SUMMING IT ALL UP.

a. Fort Carson and the Pinion Canyon Maneuver Site play an important role in mobilizing and training combat ready troops. This requires quality-training land. However, training areas can be "used up"; this means the vegetation covers is destroyed and the soil is eroded so badly that nothing new can grow. Good land management and controlling maneuver damage can extend the life of the training areas and still allow Fort Carson to comply with federal and state environmental laws.

b. By following these guidelines, you are doing your part to maintain the training areas in good condition. Keep in mind that others will need to conduct training after you leave. Remember, what you do now determines the future condition of these training areas as well as your survivability on the battle field.

TELEPHONE NUMBERS THAT CAN HELP YOU MAKE A DIFFERENCE

DECAM

(719) 526-
2022/4907
DSN 691-2022/4907

Agronomy.....	1696/1666
Air Pollution	1708
Colorado Division of Wildlife.....	(719) 471-2945
Cultural Resources.....	4652/3728
Energy Conservation.....	1684/4907
Fish and Wildlife	576-8074/8075/2022
Fire Department-to reports fire.	911
Fire Department-Admin	4615/5615
Ft Carson Recycle Center.....	(719) 526-5898
Maneuver Damage Control	2987/4667
National Poison Control Center.....	(202) 624-3333
Noise Pollution	1723
Outdoor Recreation	(719) 526-4417/2083
PCMS Facility Management.....	524-0115/0123/(719) 846-2806
Pest Control	5141
Poaching Hotline.....	(1-800) 332-4155 or (303) 295-0164
Range Conservation.....	3975/1693/2022
Solid & Hazardous Waste.	526-0979
Spill Response	2022/1722
Water Pollution Abatement	1730

CHAPTER 23

APOE OPERATIONS

POC: Installation Transportation Office (ITO)

TEL: (DSN) 691-1162/1161
(CML) (719) 526-1162/1161

23-1 HOLDING AREA. The Post Field House is the designated holding area for units deploying from Fort Carson. Units are assembled, manifested and transported directly to awaiting airplanes at the APOE.

23-2 TRANSPORTATION TO THE APOE. Transportation is coordinated and provided by the Installation Transportation Office (ITO).

23-3 MANIFEST.

- a. All passengers must be authorized to fly in military aircraft by appropriate authority before being manifested. Copies of this authority (orders, etc.) should be attached to passenger manifest or at least accompany departing troops to the departure airfield.
- b. Manifest should include rank, name, ssn, baggage/piece/weight and PAX weight along with heading information (unit, UIC, date of mission, departure airfield, and destination.)
- c. Manifest for both passengers and cargo must be accomplished prior to departing the Movement Preparation Area (MPA).
- d. Personal baggage, individual equipment and weapons accompanying a passenger are not considered as cargo by AMC and therefore do not require manifesting. However, the weights of this material must be ascertained and made available to the DACG and ALCE so that the aircraft loadmaster can balance the planeload.
- e. Once MOBLAS is fully implemented, manifest will be prepared using Bar Code scanners and the MOBLAS software. The manifest will then be sent electronically to FORSCOM.

23-4 A/DACG Area. The A/DACG area will have guards posted for the duration of the deployment on a 24-hour basis. Access into the A/DACG will be restricted to individuals actually manifested or assigned to the A/DACG. The deploying unit will provide an access roster of personnel authorized admittance into the A/DACG control area.

CHAPTER 24

DEMOBILIZATION

POC: Chief Mobilization and Deployment Planning Branch, G3

TEL: (DSN) 691-2850
(CML) (719) 526-2850
(FAX) x2868

24-1 PURPOSE. To provide a Concept of Operations for the execution of demobilization of federalized Reserve Component (RC) personnel and units returning to Fort Carson.

24-2 ASSUMPTIONS.

- a. Reserve Component units' equipment may or may not accompany personnel.
- b. The same number and size units that mobilized and deployed from Fort Carson will return to Fort Carson.

24-3 CONCEPT.

- a. Fort Carson will receive redeploying RC units, individual fillers, Retiree Recalls, and IMA's as demobilization entities. For planning purposes, demobilization will occur in the same incremental manner as deployment.
- b. The Fort Carson staff will attempt to complete all demobilization activities within 5 days after the RC units/individuals arrive. Demobilizing RC units/individuals will depart Fort Carson NLT 72 hours prior to their inactivation date.
- c. The Garrison Support Command exercises Command and Control over arriving units and coordinates the accomplishment of the required outprocessing with the other Fort Carson agencies. The Garrison Support Command will publish an activity schedule for the demobilizing RC units. This schedule is the product of input and coordination with the Fort Carson agencies responsible for accomplishment of tasks outlined in FORSCOM Regulation 500-3-5 and Fifth U.S. Army Mobilization and Demobilization Plan. In compliance with the guidance provided by FORSCOM and Fifth U.S. Army, a five-day schedule is used as the basis for outprocessing. However, depending on current workloads and type/size of RC unit, the demobilizing outprocessing may be accelerated or delayed.

24-4 UNIT RESPONSIBILITIES. The unit is responsible for:

- a. Zero balancing unit personnel, and ensuring all personnel that were activated with the unit are accounted for and separated from the Active Army.
- b. Obtaining all records for unit personnel and transporting back to home station.
- c. Verifying that all personnel process through the Fort Carson Transition Center.
- d. Ensuring personnel have completed ALL OER/NCOER Evaluation Reports.
- e. Ensuring all personnel within the unit (if any) that were indoctrinated for Special Intelligence are debriefed by the SSO prior to departing.

- f. Ensuring that any individuals who were granted access to classified information solely for the purpose of the operation are debriefed and records are updated to show proper access levels.
- g. Verifying that all unauthorized material and classified information is disposed of properly prior to leaving for home station. Ensure an authorized courier carries any classified material that is transferred to home station or shipped IAW regulation.
- h. Turning-in excess equipment to the losing major command (Demobilization Station/STARC/MUSARC) based on unit peacetime ALO authorizations.
- i. Appointing a Demobilization Purchasing Authority for enroute to HS emergency procurement requirements.

24-5 DEMOBILIZATION ACTIVITIES.

Day 1

Unit arrives at Peterson Air Force Base - Welcoming ceremonies conducted.

Unit moves to Fort Carson and into assigned billets. Unit briefed by Garrison Support Command (Command and Control, Demobilization process)

Unit Commander participates in a Demobilizing Unit Status Meeting (DUSM). Commander provides required information to Fort Carson agencies at the DUSM; unit status is determined; activities schedule is finalized; REFRAD is determined and recommended to CONUSA through G3; transportation is arranged to support demobilization activities; transportation is arranged to Home Station.

Outprocessing begins at DSRP site.

Day 2

Soldiers receive required briefings from JAG, DCA, and Department of Labor. Complete initial outprocessing at DSRP site. Dental treatment and physicals are conducted as required.

Day 3

Continue dental treatment and physicals as required. Re-establish ABL-PLL. Develop 2-year training plan. Demobilization Assistance Team will assist. Conduct equipment maintenance and inspection (if equipment accompanies unit). Commander requests Ordering Officer (SF 44) Authority appointment from DOC.

Day 4

Complete final outprocessing at DSRP site. Unit receives individual finance interview to determine final pay allowances. Transition point completes DD 214.

Day 5

Unit Class A Agent picks up individual checks.

Day 6

Unit departs Fort Carson enroute to Home Station.

Day 7

Unit conducts Home Station Activities

Day 8

Unit REFRAD

APPENDIX A

UNIT INSTALLATION SUPPORT MISSIONS

4225 USAH (Installation Medical Support Unit (IMSU)) Will augment and assist Fort Carson MEDDAC in support of day-to-day operations of Evans Army Community Hospital and health service area. Staff and personnel of unit will be totally integrated into the existing organizational structure of the Fort Carson MEDDAC.

5025th GSU Will augment Fort Carson garrison operations. Staff and personnel of unit will be assigned to the Fort Carson USAG with duty at their respective directorates.

87th MSO Will assist the Fort Carson Staff Judge Advocate in any manner directed. It is anticipated that unit will be mobilized as derivative UICs primarily to provide legal support at Reserve Component units' Home Stations.

APPENDIX B

ARNG ARRIVAL TIMES

UNIT DESIGNATION	ADVANCE PARTY ARRIVAL TIME	MAIN BODY TRAVEL DAYS	ARRIVAL TIME
CALIFORNIA ARMY NATIONAL GUARD			
49 AG BN	0900	1	Cml Trans
79 AG DET	0900	1	Cml Trans
140 AV CO G	1400	2	Cml Trans
3/140 AV BN HHC	1400	2	Cml Trans
140 CM CO	1000	2	Cml Trans
COLORADO ARMY NATIONAL GUARD			
101 Army Band	0800	1	1600
2/135 AV BN	1100	1	1400
140 SC CO	1200	1	1300
143 SC CO	1600	1	1700
1/157 FA BN	1900	1	1600
2/157 FA BN	2200	1	0900
169 FA BDE	1600	1	1000
220 MP CO	0900	1	0900
947 EN CO (CSE)	0900	1	1000
1157 EN TM (FIRE TRK)	1300	1	0800
3650 CS CO	1000	1	1000
MONTANA ARMY NATIONAL GUARD			
103 PA DET	1100	1	Cml Trans
1/190 FA BN	1400	2	1800
NEVADA ARMY NATIONAL GUARD			
150 CS CO	1500	1	1600
NORTH DAKOTA ARMY NATIONAL GUARD			
1/112 AV BN	1600	3	1200
141 EN BN	1400	3	1300
164 EN BN	1500	3	1400
164 EN GRP HHC	2100	2	1600
1/188 ADA BN	1400	3	1500
SOUTH DAKOTA ARMY NATIONAL GUARD			
109 EN GRP	1600	2	1600
109 EN BN	1500	1	1500
147 ARMY BAND	1000	1	Cml Trans
153 EN BN	2000	2	1700
155 EN DET (UTIL)	1000	3	1000
200 EN CO	1200	2	1200
211 EN CO	2000	2	1300
216 EN TM (FIRE TRK)	1400	3	1700
235 MP CO	1000	3	1800
665 CS CO	1900	2	1500
727 TC CO	1600	4	1400
740 TC CO	1800	2	1600
842 EN CO	2200	1	1300
1085 MD DET (Air Ambl)	1600	1	1400
1742 TC CO	2300	2	1400

UTAH ARMY NATIONAL GUARD

115 CS CO	1400	2	Cml Trans
117 EN DET	1100	3	Cml Trans
120 QM DET	1900	1	Cml Trans
128 PA DET	1000	1	Cml Trans
141 MI BN LINGUIST	0600	2	Cml Trans
142 MI BN LINGUIST	0600	2	Cml Trans
1/145 FA BN	1500	2	Cml Trans
2/222 FA BN	1300	1	Cml Trans
489 EN DET UTILITIES	1400	1	Cml Trans

WYOMING ARMY NATIONAL GUARD

115 FA BDE HHB	1300	1	1400
133 EN CO	1000	1	1300
197 EN DET	1400	1	1400
197 PA TM	1400	1	Cml Trans
2/300 FA BN	1500	3	1400
960 MAINT CO	0900	1	1600
1022 MD CO HEL AMBL	0900	1	1500
1041 EN CO (AST BRG)	1600	3	1400

APPENDIX C

USAR ARRIVAL TIMES

UNIT DESIGNATION	ADVANCE PARTY ARRIVAL TIME	MAIN BODY TRAVEL DAYS	ARRIVAL TIME
63RD REGIONAL SUPPORT COMMAND			
2 MD HHC	1300	2	1500
113 MD DET	1000	2	Cml Trans
155 CS BN	1300	2	Cml Trans
182 MD DET	1100	1	Cml Trans
222 PA DET	1300	1	Cml Trans
300 ARMY BAND	1400	1	Cml Trans
302 PA DET	1400	1	Cml Trans
352 MD HSP	1000	1	1130
419 QM BN HHD	1100	2	Cml Trans
437 MD CO	1400	2	Cml Trans
483 TC BN	1500	3	1500
489 CS CO	1000	3	Cml Trans
496 MP HHD	1300	2	Cml Trans
1970 MD DET	1500	1	Cml Trans
90TH REGIONAL SUPPORT COMMAND			
52 EN C CO	1300	2	1400
91ST DIV (Exercise)			
91 IN BDE 6 DIV TNG	1400	1	1400
360 IN BN 2	1400	2	1600
360 IN BN 3	1400	2	1600
96TH REGIONAL SUPPORT COMMAND			
50 MH DET	1200	2	Cml Trans
87 JA LEGAL SPT GRP	0800	2	1200
117 CH TM (Chap Det)	1100	1	Cml Trans
125 OD BN HHC AMMO	1700	2	1200
143 MD CO	1400	2	1100
146 TC CO	1400	2	1500
172 MD BN	1300	2	1500
244 EN BN	2100	1	1000
279 EN DET	1300	3	1300
299 QM CO	1500	2	1500
307 QM BN	1300	2	1500
308 EN DET	1400	1	1400
328 MD HSP	1500	3	1500
348 QM DET	1000	2	Cml Trans
358 PA DET	1500	1	Cml Trans
423 TC CO	0800	1	1000
439 EN BN HHD	1600	1	1600
448 CM DET	1000	1	Cml Trans
461 EN CO	2000	1	1600
592 OD CO Ammo	1100	3	1100
786 QM CO	1400	1	1400
793 MD DET	1000	1	1100
858 QM CO	0800	1	1000
872 MAINT CO	1100	2	1300

916 EN DET	1300	3	1300
919 MD DET	1100	1	1000
934 MD TM	1400	2	1400
993 MD DET	0700	1	1000
994 EN CO	1700	2	1700
1835 MD DET	0900	1	0900
4225 MD HSP	1100	1	1300
5025 USAR GSU	0800	1	0900
5502 HSP	1000	1	1100
311 COSCOM			
650 TC DET	0900	1	Cml Trans

APPENDIX D

These questions are taken from FORSCOM REG 500-3-3, Chapter 3, Operations and Training.

NOTE: For phone numbers, DSN 691-xxxx; Commercial (719) 526-xxxx.

SECTION I. ADMINISTRATIVE COORDINATION

1. Where are the following agencies:

DCA	Bldg. 1526	ext. 0430/0423
G-1/AG	Bldg. 1430	ext. 3401/5501
FINANCE	Bldg. 1220	ext. 2161/5948
G4/DOL	Bldg. 8000	ext. 9040/9039
DPW (DEH)	Bldg. 305	ext. 3038/1745
PAO	Bldg. 1544	ext. 1268
IG	Bldg. 1659	ext. 3900
CPAC	Bldg. 6223	ext. 4524
ITO	Bldg. 847	ext. 1146/1159
TSC	Bldg. 1230	ext. 0820
DIST POINT	Determined at MUIC (POC: S-1 Garrison Support Command)	ext. 4732
DISPENSARY	Determined at MUIC (POC: MEDDAC)	ext. 7655/7221
DENTAL CLINIC	Determined at MUIC (POC: DENTAC)	ext. 9190
RED CROSS	Bldg. 1526	ext. 2311
CHAPLAIN's OFFICE	Bldg. 6227	ext. 5209
POST OFFICE	Bldg. 1519 (POC: S-1 Garrison Support Command)	ext. 4732
SERVICE CENTER	Bldg. 109	ext. 2946
POST EXCHANGE	Bldg. 6110	576-2586
AER	Bldg. 1526	ext. 4807
JAG	Bldg. 6285	ext. 0618/1440
PROVOST MARSHAL	Bldg. 3563	ext. 2760/1518

2. When does my unit inprocess?

At the MUIC, within 48 hours prior to arrival of Main Body.

3. When will I meet the Personnel Automation Branch (PAUB) to discuss the accessioning of my unit?

Will meet G-1/AG representatives at MUIC, for initial discussion. Follow-on meetings will be scheduled as required.

4. What is sick call schedule for my unit and where?

Soldier will report to Garrison Support Command (S1) prior to 0730. Garrison Support Command will make any appointments necessary and transport to medical facility, if needed.

5. What additional duty assignments must be made within the unit; i.e., mail clerk, safety officer?

Unit will be required to maintain a CQ.

6. Where does my unit pick up mail?

At Garrison Support Command HQ's.

7. Does my unit have adequate phone service? If not, where do I get it?

Yes, coordinate additional requirements through S4, Garrison Support Command.

8. How will ADP support be provided (hardware and software)?

Coordinate with S-4, Garrison Support Command.

SECTION II. OPERATIONS COORDINATION

1. Where is the mobilization coordination center located that the advance party reports to? (mobilization coordination center is referred to as MUIC at Fort Carson)

No set location; POC will be G3 Mobilization and Deployment, Bldg. 1430, phone 2850.

2. To whom is my unit attached/assigned? Where are they located? Is there a unit sponsor program?

Garrison Support Command, Bldg. 1118.

3. When can my unit start training?

Coordinate with S-3, Garrison Support Command, depending on equipment shipment date.

4. Where can unit training aids be obtained?

Requests go through Garrison Support Command to RTSC.

5. When does my unit deploy?

Will be notified at MUIC of expected deployment date.

6. When does my unit start SRP processing and where?

After arrival, Main Body is scheduled to complete SRP within 48 hours. Schedule with the G-1/AG Station at the MUIC.

7. What additional SOPs will my unit need and where can I acquire them?

Need to coordinate through Garrison Support Command for SOPs needed.

8. Where is the storage facility for COMSEC equipment and keying material?

Determined at MUIC

9. Where do I submit unit status report? (DA FM 2715)

Through Garrison Support Command.

10. Where does my unit submit its materiel readiness report, DA Form 2406? (Required within 72 hours after arrival.)

Through S4, Garrison Support Command.

11. What kind and how much training ammunition are available for my unit? Where does my unit draw training ammunition?

The situation will dictate the availability of ammunition. Draw ammunition through S-4, Garrison Support Command.

12. Where does my unit store its classified materials? (documents or equipment)

Coordinate with S-2, Garrison Support Command.

13. Where are MAT and/or CONUSA Assistance Team located?

Location To Be Determined during mobilization.

SECTION III. LOGISTIC COORDINATION

1. Where is my unit's higher headquarters logistics office and telephone number?

Garrison Support Command S-4, bldg. 6245, phone 2195/4732.

2. Where are my unit's billets and dining facility?

Will be determined at MUIC.

3. Where is my unit's motor pool/vehicle parking area?

Will be determined at MUIC.

4. Where is my unit's maintenance facility?

GS/DS level support is located in Bldg. 8000. Coordinate through S-4, Garrison Support Command.

5. Where does my unit turn in excess or unserviceable property?

	UNIT	BLDG	PHONE
Vehicle	G4/DOL	8020	4243/5163
Commo	G4/DOL	314	1645
Weapons	G4/DOL	311	2645

NOTE: S-4, Garrison Support Command should coordinate with G4/DOL.

6. Where do I pick up requisitioned items?

MTOE item is picked up at the Central Receiving Point; installation item at Consolidated Installation PBO, Bldg. 402, extension 6982. Coordinate through S-4, Garrison Support Command.

7. Where and when do I set up property book?

Coordinate through S-4, Garrison Support Command.

8. Where is:

ACTIVITY	BLDG	PHONE
Central Issue Facility	234	4057/5512
Clothing Sales Store	307	4972
Food Svc Officer/TISA	8000	5160/2421
Ammunition Supply Point (ASP)	9370	4381

9. Where and when can I set up my accounts for:
(Coordinate with S-4, Garrison Support Command.)

CLASS	BLDG	PHONE
I	350	2421/5555
II	234	9072
III	237	4194/3241
IV	8000	2045/2769
V	9370	4381/3781
VII	8000	3732
VIII(MEDDAC)	7500	7235
IX	237	9086
Office Supplies	Coordinate With Garrison Support Command	
Self-Help DPW	218	5844

10. Where do I submit work order requests?

Through S-4, Garrison Support Command.

11. If unit is bivouacked in tents:
 - a. Where do we acquire tents, cots and heaters?
Tent City Area, off Route 2.
 - b. Where and how do I get water?
Water is hauled to Tent city Area by the installation.
 - c. Where and when do I get showers?
Shower points are located in Tent City area.
 - d. What arrangements are made for trash pick up?
Installation coordinates trash pick up at Tent City.
 - e. Do I establish field latrine facilities or are commercial portable toilet facilities available?
There are permanent field latrine facilities in Tent City Area.
12. Where do I coordinate on-post transportation requirements?
Through S-4, Garrison Support Command.
- 12a. Where do I update my Deployment Equipment List?
Coordinate with ITO, located in building 847, ext. 1159/5676.
13. Is my unit's basic load of small arms ammunition, To Accompany Troops (TAT), available?
What are the issue procedures?
Through S-4, Garrison Support Command.
14. What is laundry turn-in schedule and where do I turn it in?
Washer and dryer available in RCSD, G3 billets, otherwise commercial facilities through PX.
Linen Exchange for RCSD, G3 billets is provided by Garrison Support Command.
15. Where do I accomplish calibration?
Coordinate through S-4, Garrison Support Command; Bldg. 8000 Phone: 5755
16. Where do I pick up BBPCT?
Bldg. 404/405; Phone 3455/4442

APPENDIX E

Glossary

-A-

A/DACG	Arrival/Departure Airfield Control Group
A/DRCG	Arrival/Departure Rail Control Group
AA&E	Arms, Ammunition, and Explosives
ABL	Ammunition Basic Load
AC	Active Component
ACofS	Assistant Chief of Staff
ACS	Army Community Service
ALCE	AirLift Control Element
ALO	Authorized Level of Organization
AMC	Air Mobility Command
AOAP	Army Oil Analysis Program
APOE	Air Port of Embarkation
ARNG	Army National Guard
ASL	Authorized Stockage List/Level
ASP	Ammunition Supply Point
AUEL	Automated Unit Equipment List
AVIM	Aviation Maintenance
AWRPS	Army War Reserve Prepositioned Site

-B-

BAAF	Butts Army AirField
BAQ	Basic Allowance for Quarters
BBPCT	Blocking, Bracing, Packing, Crating, and Tie-Down
BFTMS	Battle Focus Training Management System

-C-

CCI	Controlled Cryptographic Items
CIF	Central Issue Facility
CIPBO	Consolidated Installation Property Book Officer
CLAS	Center Level Application Software
CML	Commercial
COMPASS	Computer Movement Planning and Status System
CONUSA	Continental Units States Army
COR	Contracting Officer's Representative
CPSF	Central Panographic Storage Facility

-D-

DA	Department of the Army
DACG	Departure Air Control Group
DARMS	Development Army Readiness Mobilization System
DCA	Directorate of Community Activities
DECAM	Directorate of Environmental Compliance and Management
DENTAC	Dental Activity
DMPO	Defense Military Pay Office
DOC	Directorate of Contracting
DODAAC	Department of Defense Activity Address Code
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPTM	Directorate of Plans, Training, and Mobilization
DPW	Directorate of Public Works
DRCG	Departure Rail Control Group
DRMO	Defense Reutilization Management Office

DSRP	Demobilization Soldier Readiness Processing
DUSM	Demobilizing Unit Status Meeting
-E-	
EACH	Evans Army Community Hospital
EEFI	Essential Elements of Friendly Information
EEI	Essential Elements of Information
-F-	
FAC	Family Assistance Center
FC	Fort Carson
FEMA	Federal Emergency Management Agency
FMC	Fully Mission Capable
-G-	
GCCS	Global Command and Control System
GOCOM	General Officer Command
GSC	Garrison Support Command
-H-	
HS	Home Station
HSTDD	Home Station Time and Departure Date
-I-	
IAO	Installation Aviation Officer
IAW	In Accordance With
IMMO	Installation Maintenance Management Office
IMSA	Installation Medical Supply Account
IRR	Individual Ready Reserve
ITO	Installation Transportation Office/Officer
-L-	
LMD	Logistics Management Division
-M-	
MAT	Mobilization Assistance Team
MBSAD	Mobilization Station Arrival Date
MCC	Movement Control Center
M-Day	Mobilization Day
MEDDAC	Medical Activity
MHE	Material Handling Equipment
MOBERS	Mobilization Equipment Redistribution System
MOBLAS	Mobilization Level Application Software
MRE	Meals Ready to Eat
MS	Mobilization Station
MTMC	Military Traffic Management Command
MTOE	Modified Table of Organization & Equipment
MUIC	Mobilized Unit Inprocessing Center
MUSARC	Major United States Army Reserve Command
-N-	
NET	New Equipment Training
NLT	No Later Than
NSA	National Security Agency
-O-	
OPCEN	Operations Center
OPSEC	Operational Security
-P-	
PAO	Public Affairs Office
PCMS	Pinon Canyon Maneuver Site
PIR	Priority Intelligence Requirement
PLL	Prescribed Load List

PM	Provost Marshal
POC	Point of Contact
POL	Petroleum, Oils, and Lubricants
POV	Privately Owned Vehicle
POW	Prisoner of War
PSI	Personnel Security Investigations
PTSR	Postmobilization Training and Support Requirements
-R-	
R&U	Repair & Utilities
RC	Reserve Component
RCSD	Reserve Component Support Division
RCU	Reserve Component Unit
RCUCH	Reserve Component Commander's Handbook
RLD	Ready to Load Date
RR	Retiree Recall
RSC	Regional Support Command
RTSC	Regional Training Support Center
-S-	
SAEDA	Subversion and Espionage Directed Against the US Army
SARSS	Standard Army Retail Supply System
SGLI	Servicemen's Group Life Insurance
SIDPERS	Standard Installation Division Personnel System
SMB	Supply Management Branch
SPOE	Sea Port of Embarkation
SQL	Standard Query Language
SRP	Soldier Readiness Processing
SSO	Special Security Officer
SSSC	Self Service Supply Center
STARC	State Area Command
-T-	
TAM	Training Assessment Model
TAT	To Accompany Troops
TCC	Telecommunications Center
TCN	Transportation Control Number
TDA	Table of Distribution and Allowances
TI	Technical Inspection
TISA	Troop Issue Subsistence Activity
TOE	Table of Organization and Equipment
TRMM	Training Resource Management Meeting
-U-	
UIC	Unit Identification Code
UMC	Unit Movement Coordinator
UMD	Unit Movement Data
UMO	Unit Movement Officer
USAG	United States Army Garrison
USAR	US Army Reserve
USM	Unit Status Meeting
USPFO	US Property and Fiscal Office
USR	Unit Status Report
-V-	
VHA	Variable Housing Allowance